



## Sheriff Hutton Village Hall

**Covid-19 Risk Assessment: Undertaken by:** *Steve Page, Chair of Operations Group* **Approved by Operations Group:** 17<sup>th</sup> March 2022

**Review:** Three-monthly by Operations Group and each time the UK Covid-19 risk level is changed by the Government

### Context:

This risk assessment is being undertaken in March 2022 in light of the significant legal and policy Government changes relating to England.

**Key Principles (from recent ACRE guidance, see: <https://www.communityfirstyorkshire.org.uk/covid-19/>):**

1. People should stay at home if unwell.
2. Those who have recently had COVID-19 should not attend the hall until either a week has passed and they no longer have a temperature or they have two negative lateral flow tests on days 5 and 6. They should inform their close contacts and avoid contact with anyone in an at risk group. Contacts of people with COVID-19 are asked to take extra care, following general guidance on safer behaviours. Routine contact tracing ended on 24<sup>th</sup> February 2022.
3. Let fresh air in if meeting indoors. Opening a window for ten minutes helps.
4. Continue to wear a face covering in crowded and enclosed spaces, especially where you may come into contact with other people you do not normally meet and when rates of transmission are high.
5. Clean your hands often, avoid touching your face, nose or eyes. "Catch it, bin it, kill it".
6. Maintain social distancing (SD) as far as possible from anyone you do not have regular contact with. Respect the fact that others may wish to take a more cautious approach.
7. If a more crowded event is likely to take place, e.g. a wedding reception with dancing, hirers can be encouraged to ask everyone to take a lateral flow test beforehand, as recommended in the "How to Stay Safe" [guidance \[www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do\]\(https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do\)](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) .

Area or People at Risk	Risk Identified	Action to take	Notes
Caretaker	<ol style="list-style-type: none"> <li>1. General level of risk is low as the Caretaker is mostly in the Hall when Users are not.</li> <li>2. Used tissues, cleaning cloths, paper towels and other rubbish may carry active virus.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure Caretaker has necessary PPE and cleaning equipment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Caretaker has access to <i>Bookings Diary</i> (via Google Calendar).</li> <li>2. Keep First Aid equipment in the Gents changing room as Kitchen may be locked.</li> </ol>
Contractors undertaking work in and around the Hall Building. Identify activities that create a risk of infection when on assessment visits and when undertaking agreed work.	Active Covid-19 virus lingering in the air in rooms in current and recent use.	<ol style="list-style-type: none"> <li>1. Minimise overlap between contractors and Users, whenever possible.</li> <li>2. Encourage contractors to open windows for ventilation, when they are in the Hall.</li> </ol>	
Hirers and Hall users {'Hirer' refers to the person completing the booking form, 'Hall users' refers to those who attend events in the Hall}	<ol style="list-style-type: none"> <li>1. People entering who are unwell with Covid-19</li> <li>2. Crowding at some larger events</li> </ol>	<ol style="list-style-type: none"> <li>1. Signage saying do not enter if you have any symptoms of Covid 19, or have been in contact by someone with symptoms in recent days.</li> <li>2. Signage advising people to socially distance (at entrance and inside building).</li> <li>3. Signage encouraging the wearing of a mask in crowded areas, or if people wish to do so.</li> <li>4. <i>Booking Form</i> revised to make clear masks are encouraged at larger events.</li> <li>5. Hirers encouraged to complete a <i>Risk Assessment</i> specific to their activity.</li> </ol>	<p>Maintain advice for all Hall Users to take the level of precautions they feel comfortable with.</p> <p>Remove signage about exit routes.</p>

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Car Park	None of significance	None – low risk and signage unlikely to influence those not inclined to maintain SD.	
Entrance to building (outside)	1. People trying to enter and leave at the same time.	1. Ask hirers for larger events to consider how to reduce crowding at pinch-points	
Entrance lobby – narrow section	1. Obstructions slow down movement of people through this narrow section resulting in people not SD.	Continue to keep entrance lobby clear of possible obstructions	Remove signage asking anyone going to the toilets to give way to those entering the building.
Foyer – wider area	People congregating in the area, not socially distancing.	Keep clear of seating.  Introduce recycling bins when infections levels considered low.	Allow the notice boards to be used once more, but include a notice discouraging congregating.
Committee room	None of significance	Put up replacement sign stating that fire regulation maximum remains mandatory at 16.	
Toilets off entrance lobby	None of significance	Please wash your hands using soap and water signs in each toilet.	
Kitchen	Kitchen is a potential pinch-point where close proximity may be unavoidable.  Tea towels and cloths may be transmission risk.	Point out to hirers that the kitchen is a potential pinch-point.  Continue to not provide tea-towels and cloths. Signage about hand washing, SD and advising that all equipment is washed before and after use.	Ask users to provide their own tea towels and dish cloths/ washing up sponges.
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Refreshments room	None of significance	Signage that Fire regulation maximum remains mandatory at 27.	
Hall	Poor ventilation for larger events	Booking Secretary to inform hirers of new ventilation options in the Hall, now in place.  Notice stating the Fire regulation maxima of 142 for "Dance" and 200 seated remain mandatory.	
Stage	Too many people on stage during Youth Group.	Ask Youth Group to identify maximum number to be on stage and implement. Also recommend they ventilate by opening rear stage door and curtains when Stage in use.	
Ladies and Gents changing rooms.	Additional storage required for Hall equipment.	Continue with changing rooms off booking options.  Use one as Covid space with appropriate cleaning materials, first aid equipment and Covid event management kit.	Use ladies' changing room for spill over Hall furniture storage.  Consider other options for First Aid kit and accident book in Foyer area
Play Area (North of Hall)	Cross contamination via gates, benches and equipment, etc	Signage at entrances and in notice board in Play Area to encourage sanitising and/or hand washing.	
<b>General:</b> Water supplies  Policy on simultaneous hires  Policy on cleaning between hires	Contamination with Legionella  Multiple simultaneous hires compromises SD	Monitor for regular use.  Booking Secretary to use discretion in refusing simultaneous hires if she considers risk level unacceptable, in consultation with Chair Ops as SD considered useful.	Continue to use Legionella log.  Revised <i>Booking Form</i> to require agreement to have contact details passed to other hirer if hires overlap.
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	<p>Contamination of furniture and equipment during use – next users put at risk.</p> <p>SD being compromised by casual users of the Hall</p>	<p>All users encouraged to wipe down tables, chairs, door handles etc before and after hire.</p> <p>Ask hirers to keep the entrance door locked during hire. Hirers and their Hall Users asked not to allow casual users into Hall.</p>	<p>Provide suitable cleaning equipment in the Gents changing room. Increase hire times without additional charge to allow time for cleaning.</p>
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