

Risk Assessment for Rickards Hall - reopening following the Government guidelines under COVID-19 restrictions

This document has been created following Government guidelines and the Action with Communities in Rural Areas (ACRE) guidance. It is supplement to the Hall ordinary Risk Assessment.

A copy will be published on Edenbridge Town Council's website and in the Hall.

A key part of the risk assessment is to identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people/hirers may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and Edenbridge Town Council or ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance of the Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. In the event deep cleaning is required a contractor will be engaged.	Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. The Hall would closed until considered to reopen.
Staff, contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70. Staff carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Hirers carrying out cleaning. Mental stress from handling the new situation.	Professional cleaning contractor engaged to clean premises minimum twice weekly. Hirers to ensure pre and after clean. Time allowed between hiring sessions. Cleaning sprays and cloths to be provided Talk with staff, councillors (volunteers) and hirers regularly to see if arrangements are working.	Staff, hirers and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.

		Discuss situation employees/volunteers/ hirers.	
Numbers allowed in the Hall	Overcrowding	Restrict numbers	Keep max.numbers under review
Courtyard and exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues or facemasks.	Hirers to be advised they are responsible for managing the waiting area and advised of 2metre guidance. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. The area is not suitable for space markings, or one-way system but signage will be providing include floor disks to remind of social distancing Hand sanitiser to be provided but this is supplementary to hirers providing own	Hand sanitiser needs to be checked regularly / as required. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	

	<p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtains,</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>before use or by hall cleaning staff.</p> <p>Cleaning contractor to clean all surfaces, switches, handles.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Furniture/Chairs/Tables	<p>Use of chairs, tables, kitchen</p>	<p>To be cleaned by hirers before use and after hiring.</p>	

Indoor toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p>
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer; cooker, microwave. Crockery/cutlery</p> <p>Kettle/hot water boiler</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p>

		Hirers to bring own tea towels. Hand soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink for the time being.	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	
Track and Trace	Continuous infection / spread COVID-19	<p>The hirer is responsible for keeping records of attendees/other parties</p> <p>As the premises owner - contact with previous hirer would be made</p>	The Hirer is responsible to inform the appropriate authority.