

CHEW MAGNA CHURCH HALL COVID – 19 RISK ASSESSMENT

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Date of next review: 04/09/2020

Date assessment was carried out: 20/07/2020

This draft COVID-19 Risk Assessment is to be carried out in consultation with the cleaner provided to key organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Hall Cleaner -	<p>The Cleaner is exposed to risk whilst cleaning the premises</p> <p>Hirer does not take adequate precautions regarding users or adequately clean items touched by them or their users</p>	<ol style="list-style-type: none"> 1. Stay at home guidance if unwell is displayed at entrance and in Main Hall. 2. Cleaner to be provided with face mask and plastic or rubber gloves. 3. Cleaner also to be advised to wear protective overalls and wash overalls and all outer clothes after cleaning duties. 4. in the event deep cleaning is required The Cleaner will be given PHE guidance and PPE for use. 5. cloths should be used on light switches and electrical appliances rather than spray disinfectants, 6. Cleaner to ensure that Entrance Hall, Main Hall, Toilets •(including the toilet flushes and seats along with taps), and side of stage access to fire exit/ light switches are cleaned and sanitised every week on a fixed day. 7. Hirers of all to keep records of all attendees at the hall and require users to notify the Booking Secretary immediately if anyone tests positive for 	<p>PRS to install Posters</p> <p>RW to provide guidance to cleaner and obtain additional equipment</p> <p>PRS to share copy of risk assessment with hirers</p>

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		COVID-19 who has been on the premises.	
Hall Users	A user may be an asymptomatic carrier of Covid-19	<ol style="list-style-type: none"> 1. Cleaner to carryout a deep clean of all user areas weekly 2. Hirers of hall are to be provided with hand sanitizer and cleansing wipes and requested to clean all light switches, door handles, toilets (including the toilet flushes and seats along with taps) and other equipment that may have been touched before and after use of the hall. 3. Stay at home guidance if unwell at entrance and in Main Hall. 4. Hirers to be reminded that it is their responsibility to dispose of all rubbish arising from their hire of the hall 5. Users of the hall are required to change at home and must not use the toilets or back stage so to do. This is a condition of hire. 	<p>PS to install Posters</p> <p>RW to provide guidance to cleaner and obtain additional equipment</p> <p>PS to share copy of risk assessment with hirers</p>
Car Park/pat hs/ patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<ol style="list-style-type: none"> 1. No bookings to be accepted within 30 minutes of the previous one ending in order to allow people to leave the building prior to next booking 2. Bookings limited to no more than 20 people. 3. Hirers encouraged to request staggered arrival time for users to the hall 4. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Cleaner to be requested to always wear rubber or plastic gloves. 5. Pedal bin to be provided in entrance hall for disposal of tissues etc. 	<p>PS to monitor/ amend bookings as necessary and notify hirers of additional conditions of hire</p> <p>RW to provide guidance to cleaner and obtain additional</p>

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			equipment
Entrance hall/Toilets	<p>The Entrance Hall and Toilets are “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<ol style="list-style-type: none"> 1. Entrance Hall is too small to allow complete one-way separation but posters encouraging keeping to the left to be put up. 2. Hand sanitiser to be provided by hall at entrance and checked for refills regularly 3. Users required to clean all door handles and light switches in entrance hall and toilets before and after use 4. Cleaner to be instructed to clean Door handles and light switches regularly. 5. Pedal bin to be provided in entrance hall for disposal of tissues etc. 	<p>PS to install Posters</p> <p>Cleaner to monitor usage of hand sanitizer/ soaps etc.</p> <p>RW to purchase additional equipment needed</p>

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Main Hall	<p>Potential contamination points are Door handles, fire exit door, light switches, tables, and chairs.</p> <p>Soft furnishings which cannot be readily cleaned between use e.g. curtains.</p> <p>Social distancing to be observed</p>	<ol style="list-style-type: none"> 1. Stage and backstage area to be strictly out of bounds to all users. 2. Tables are to remain out of use by hirers. 3. Users to be required avoid opening any windows or touching curtains. 4. Stage to be strictly out of bounds 5. The Window Curtains are to be left open at all times 6. Door handles, light switches, chairs and other equipment used to be cleaned by hirers before use 7. Social distancing guidance to be observed by hirers in arranging their activities. In particular Hirers to limit hall use to no more than 20 people at any one time unless prior approval obtained from Church Hall Committee 8. Hirers to be encouraged to wash hands regularly. 	<p>PS to notify all hirers of additional conditions of hire</p> <p>PS to install posters</p>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<ol style="list-style-type: none"> 1. A limited number of chairs to be made available for each user group to be used only in exceptional circumstances [Users to confirm in advance how many chairs they require.] 2. Instructions to be placed in Chair Storage Area that users should avoid anyone touching them unless wearing plastic gloves. [Hirer at own expense to provide plastic gloves for use if chairs are to be used or moved] 	<p>PS to place posters</p>

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Kitchen and offices	Social distancing more difficult in smaller areas Door and window handles Light switches	<ol style="list-style-type: none"> 1. The Kitchen and backstage area to remain out of bounds to all users. 2. Users are not to use any of the equipment in the kitchen 3. Office to remain locked and only accessible to the Parish Clerk 	PS to place posters
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.	<ol style="list-style-type: none"> 1. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. 2. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. 3. Posters to encourage 20 second hand washing to be placed in ladies and gents toilets. 4. Cleaner to check supplies of soap, toilet paper, towels and hand sanitizer every week 5. Location of additional supplies included in updated updated instructions to users 	<p>PS to place posters</p> <p>Cleaner to monitor usage of hand sanitizer/ soaps etc.</p> <p>RW to purchase additional equipment needed</p>
Boiler and Radiators	Boiler controls are located in Kitchen Radiators are located in Main Hall	<ol style="list-style-type: none"> 1. Standing instructions remain in force – namely users should not adjust the controls on Radiators or on Boiler. 2. The boiler thermostats are not to be adjusted by any user. 3. Only Hall committee members are to change settings on the radiators. 4. Cleaner to clean radiators every week. 	<p>PS to remind all users of standard instructions</p> <p>RW to update Cleaner on additional cleaning duties</p>

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Projection Room	The room is not used on a regular basis	1. The projection room is out of bounds to all users except those specifically authorised by the committee.	
Stage	Curtains Social distancing Understage area	2. Stage curtains to be kept drawn 3. Stage to be out of bounds except for retrieval of items 4. Understage area is only to be accessed for the limited purpose or retrieving/ returning equipment that is stored there. Anyone accessing the under-stage area must provide own plastic gloves and mask and use them and ensure that all surfaces touched are cleaned immediately afterwards	PS to remind Hirers of additional conditions of hire
Events	Handling cash and tickets Too many people arrive	1. At present the hall is to only be used for regular groups and sporting activity. No bookings will be taken for parties or other one-off events until further guidance issued by HM Government.	PS not to accept any such bookings for now