

COVID-19 Risk Assessment for re-opening Seacourt Hall – September 2020

Guidance for completion from Action with Communities for Rural England (ACRE):

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary 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.

A key part of the risk assessment will be 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 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 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 risk score is calculated as the product as risk likelihood and risk impact (defined at the end of this document). Mitigating actions are colour coded to indicate baseline risk score as follows:

Red – Risk score 10-15, high risk. **Mitigating actions MUST be taken.**

Orange – Risk score 4-9, medium risk. **Mitigating actions SHOULD be taken.**

Green – Risk score 1-3, low risk. **Mitigating actions advisable but not essential.**

Application of action to mitigate risk is assumed to reduce baseline risk likelihood score by 1 unit, e.g. shifting risk from ‘possible’ to ‘unlikely’.

People at Risk	Risk identified	Likelihood	Impact	Risk score	Actions to mitigate risk	Date checked and any notes.
Staff, contractors, and volunteers (Trustees)	<p>Exposure to and transmission of Coronavirus, through cleaning activities or maintenance work, for example:</p> <ul style="list-style-type: none"> • Cleaning /maintenance undertaken by a person with Covid-19 	3	4	12	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff and volunteers will be warned immediately if someone tests positive for COVID-19 who has been on the premises.</p>	
	<ul style="list-style-type: none"> • Cleaning surfaces infected by people carrying the virus. 	3	2	6	<p>Staff/volunteers provided with sanitizing wipes and rubber gloves. Contractors provide their own.</p> <p>No public access to cleaner's cupboard. Cleaners to decide frequency of cleaning door handles etc.</p>	

	<ul style="list-style-type: none"> • Disposing of rubbish containing tissues and cleaning cloths contaminated with coronavirus. • Deep cleaning premises if someone falls ill with CV-19 on the premises. 	3	2	6	<p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Hirers required to inform Caretaker immediately if there has been a Covid diagnosis among attendees within 21 days of using the hall</p> <p>Professional cleaning company used for any necessary deep cleans</p>	
Staff and volunteers (Trustees).	Mental stress from handling the new situation.	3	3	9	<p>Discuss situation among staff/volunteers to identify whether provision of resources (e.g. cleaning materials) is sufficient to mitigate concerns and if general arrangements are working.</p> <p>Remind staff of process for raising any concerns about their well-being.</p>	

People at Risk	Risk identified	Likelihood	Impact	Risk score	Actions to mitigate risk	Date checked and any notes.
Hall users – session organisers (hirers) and attendees	Covid exposure from contact with a symptomatic infectious person	3	5	15	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Hirers required to inform Caretaker immediately if there has been a Covid diagnosis among attendees within 21 days of using the hall</p> <p>Hirers to maintain contact registry to inform attendees in the event of subsequent Covid diagnosis among attendees</p>	
Hall users – session organisers (hirers) and attendees	<p>Covid exposure from contact with a non-symptomatic person from lack of social distancing, for example:</p> <ul style="list-style-type: none"> • people congregate before entering premises • people congregate in entrance lobby or just inside door • people waiting in corridor for toilets 	3	3	9	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Mark out 2 metre spacing in entrance area.</p> <p>Provide signage in identified “pinch points”, including ‘no queueing’ for corridor.</p>	

	<ul style="list-style-type: none"> • crowding in smaller spaces e.g. kitchen • lack of social distancing during activities 	3	3	9	<p>Kitchen only in use as a Covid isolation / first aid room, with PPE provided if needed</p> <p>Reduce advertised room capacity to comply with more stringent social distancing guidelines.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities – in terms of hall use for event organiser to agree.</p> <p>Signage to remind attendees of need for social distancing</p>	
Hall users – session organisers (hirers) and attendees	<p>Risk of exposure to virus through contaminated surfaces or materials, e.g.:</p> <ul style="list-style-type: none"> • Poor general hygiene 	3	4	12	<p>Hand sanitiser to be provided by hall and checked regularly to ensure adequate supply</p> <p>Signage (general) to encourage hirers to wash hands regularly.</p>	

	<ul style="list-style-type: none"> • Door handles, light switches, window blinds, and other fixed surfaces in frequent use 	3	4	12	<p>Door handles and light switches to be cleaned twice weekly by cleaners.</p> <p>Door handles, light switches, window handles, and other frequent touch points cleaned by hirers before and after use (wipes provided)</p>	
	<ul style="list-style-type: none"> • Shared resources such as tables, chairs, and kitchen equipment 	3	4	12	<p>Tables, chairs and other equipment used to be cleaned by hirers before and after use (wipes provided)</p> <p>Kitchen not currently available for general use</p> <p>Hall manager controlling access to storage rooms</p>	
	<ul style="list-style-type: none"> • Toilets including basins, toilet handles, baby changing and vanity surfaces, mirrors 	3	3	9	<p>Signage in toilets to encourage 20-second hand washing.</p> <p>Sanitizing wipes provided for users to clean touch points</p>	

	<ul style="list-style-type: none"> • Soft furnishings or flooring which cannot be readily cleaned between use. 	3	4	12	<p>after use</p> <p>Fabric chairs not currently in use. Hirers to clean vinyl chairs with sanitizing wipes.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p>	
	<ul style="list-style-type: none"> • Dropped or inappropriately disposed tissues or facemasks. 	3	3	9	<p>Bins provided throughout the premises and emptied twice weekly by cleaners.</p> <p>Cleaner and site manager asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p>	
	<ul style="list-style-type: none"> • Cash for session payments / donations 	3	3	9	<p>Organisers arrange online systems and cashless payments as far as possible.</p> <p>Cash payments/donations to be handled by one individual wearing gloves.</p>	



Risk likelihood scores: 1=very rare, 2=unlikely, 3=possible, 4=likely, 5=certain

Risk impact scores: 1=negligible, 2=minor (one person exposed), 3=moderate (multiple people exposed), 4=significant (all hall users exposed), 5=severe (all hall users exposed with potential for further spread)

Risk score = likelihood score x impact score

Risk score interpretation

1-3: low risk, little mitigation needed

4-9: medium risk, mitigation should be undertaken

10-15: high risk, mitigation must be undertaken

16-25: extreme risk, activity should not proceed

Date of last risk assessment

13th September 2020

Completed by

Caroline Potter (Trustee)

Checked by

Lorna Berrett (Chair & Trustee)

Date for review

6th October 2020