

## **King's Somborne Village Hall: COVID-19 Risk Assessment**

### **Summary:**

This document is the risk assessment for re-opening of the King's Somborne Village Hall, following closure due to the COVID-19 pandemic.

It identifies risks and mitigations specifically relating to the spread of COVID-19, in line with current UK Government guidance.

It is based on a sample risk assessment prepared by Action for Communities in Rural England (ACRE) dated 4th July 2020, available at the link below:

<https://acre.org.uk/cms/resources/appendix-f-risk-assessment-for-hall-committees-v6-sept-2020-1.pdf>

### **Background:**

This risk assessment is maintained in accordance with the following guidance:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<https://acre.org.uk/cms/resources/press-releases//covid-19-information-sheet-opening-your-hall-after-lockdown-v8-16.12.20.pdf>

### **Document History:**

Issue	Date	Comments	Author(s)
01-000	25-August-2020	First issue	Andrew Chadwick
02-000	4-February-2021	Updates following review at VHMC	Andrew Chadwick

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<b>Ref</b>	<b>Area or People at Risk</b>	<b>Risk Identified</b>	<b>Mitigating Actions</b>	<b>Notes</b>
1.1	<b>Contractors and volunteers.</b> Work activities or situations which might cause transmission of the virus.	Cleaning surfaces infected by people carrying the virus.	Stay at home if unwell guidance provided at all entrances and in main hall, to reduce risk of infected people entering the building.  Volunteers and hall cleaner provided with plastic or rubber gloves. Other contractors to provide their own.  Volunteers and hall cleaner advised to wash outer clothes after cleaning duties.  Volunteers and hall cleaner given PHE guidance.  Hand sanitiser available for contractor / volunteer use	Guidance as to best practice cleaning methods will be provided as required. For example: cloths should be used on light switches and electrical appliances rather than spray disinfectants; rubberised and glued surfaces may be damaged by overuse of spray disinfectants.  Ordinary domestic cleaning products are sufficient.
1.2		Disposing of rubbish containing tissues and cleaning cloths.	As 1.1.	
1.3		Deep cleaning following a suspected or confirmed case of COVID-19 on the premises.	As 1.1.	All waste from deep cleaning to be double bagged and placed in outside bins. Collection of bins to be arranged for not less than 72 hours after the suspected or confirmed case within the building.
1.4		Exposure to infected surfaces during maintenance activities.	As 1.1.	
1.5		Exposure of Key Holder during key collection or return	Hirers to be requested to wear face masks when collecting keys from Key Holder.  Hirers to return keys by depositing through Key Holder's letterbox.	
1.6		Virus transmission via airborne droplets.	All volunteers and contractors should wear a face covering while inside, in any part of the hall, in line with Government guidance and unless they have a reasonable exemption.	
2.1	<b>Contractors and volunteers.</b> People at risk of exposure and/or increased mental stress due to COVID-19 concerns.	Volunteers who are either extremely vulnerable or over 70.	Volunteers to be consulted as to whether provision of PPE and hall cleaning regime is sufficient to mitigate their risks, if they are over 70 or identify in the vulnerable category.  All volunteers to be notified immediately if someone who has tested positive for COVID-19 has been on the premises.  Any concerns can be raised with members of the VHMC. VHMC to regularly discuss with volunteers as to whether risk/mitigation arrangements are working.	
2.2		Hall cleaner	As 2.1	

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3.1	Hall exterior areas.	Social distancing not observed as people congregate before entering premises.	One-way entrance / exit system to be implemented with all hall users entering through the main entrance, but exiting directly from the main hall or other rooms.  Signage to be displayed in window of porch to remind people of social distancing requirements.	Car park is responsibility of Parish Council, not VHMC.
3.2		People drop tissues or other potentially contaminated items.	Hall cleaner asked to check areas immediately outside doors, and remove any potentially contaminated items (wearing plastic gloves).  Signage (e.g. "catch it, kill it, bin it") to be provided to remind hall users to dispose of litter appropriately.	
4.1	Hall entrance and main corridor.	Social distancing measures more difficult to observe in confined area.	One-way entrance / exit system to be implemented such that hall users only enter main hall or other rooms via the main entrance and corridor. Hall users requested to exit directly to outside via doors in each room.  Signage to be provided to remind hall users of social distancing guidance.	
4.2		Door handles and light switches in frequent use.	Hand sanitiser dispenser to be provided at main entrance and checked daily.  Door handles and light switches to be cleaned regularly.	
5.1	Main hall	Hall users to observe social distancing guidance.	Capacity of main hall to be reduced to 30 people for all events, while 2 metre social distancing guidance remains in effect.  Hire start/end times to be coordinated by VHMC Booking Secretary such that hires for different rooms staggered by at least 15 minutes, to minimise groups mixing on arrival and exit.	Area of main hall is 14.1 x 9.2 metres i.e. 130 square metres. This is a theoretical capacity of 32 people at 4 square metres per person (conservative assuming all people from separate family groups). Capacity limit of 30 adopted to allow some flexibility in hall configuration and for consistency with UK Government advice on maximum attendance at weddings or funerals.  Increased capacity for certain event types will be considered in due course but single capacity limit for all events is simplest for initial reopening.

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5.2		"Hot touch" surfaces e.g. door handles, light switches, window catches, tables, chair back and arms	Hirers to be responsible for cleaning of door handles, light switches, window catches, tables, chairs and any other hall equipment used (including items on stage if used), both before and after every hire.  Hand sanitiser dispenser to be provided within main hall and checked daily.  Hirers to be encouraged to wash hands regularly.	Hirers to be given 30 minutes before and after each booking, free of charge, to include cleaning time.  Users to provide own cleaning materials in accordance with T&Cs. Ordinary domestic cleaning products suffice.
6.1	Jubilee Room	Hall users to observe social distancing guidance.	Capacity of Jubilee Room to be reduced to 7 people for all events, while 2 metre social distancing guidance remains in effect.  Hire start/end times to be coordinated by VHMC Booking Secretary such that hires for different rooms staggered by at least 15 minutes, to minimise groups mixing on arrival and exit.	Area of Jubilee Room is 7.4 x 4.2 metres i.e. 31 square metres. This is a theoretical capacity of 7 people at 4 square metres per person, and consistent with a possible U-shaped seating arrangement around tables.
6.2		"Hot touch" surfaces e.g. door handles, light switches, window catches, tables, chair back and arms	Hirers to be responsible for cleaning of door handles, light switches, window catches, tables, chairs and any other hall equipment used, both before and after every hire.  Hand sanitiser dispenser to be provided within Jubilee Room and checked daily.  Hirers to be encouraged to wash hands regularly.	Hirers to be given 30 minutes before and after each booking, free of charge, to include cleaning time.  Users to provide own cleaning materials in accordance with T&Cs. Ordinary domestic cleaning products suffice.
7.1	Committee Room	Hall users to observe social distancing guidance.	Capacity of Committee Room to be reduced to 5 people for all events, while 2 metre social distancing guidance remains in effect.  Hire start/end times to be coordinated by VHMC Booking Secretary such that hires for different rooms staggered by at least 15 minutes, to minimise groups mixing on arrival and exit.	Area of Committee Room is 5.4 x 3.7 metres i.e. 20 square metres. This is a theoretical capacity of 5 people at 4 square metres per person, and consistent with a U-shaped seating arrangement around tables.
7.2		"Hot touch" surfaces e.g. door handles, light switches, window catches, tables, chair back and arms	Hirers to be responsible for cleaning of door handles, light switches, window catches, tables, chairs and any other hall equipment used, both before and after every hire.  Hand sanitiser dispenser to be provided within Committee Room and checked daily.  Hirers to be encouraged to wash hands regularly.	Hirers to be given 30 minutes before and after each booking, free of charge, to include cleaning time.  Users to provide own cleaning materials in accordance with T&Cs. Ordinary domestic cleaning products suffice.
8.1	Main kitchen	Hall users to observe social distancing guidance.	Hirers requested to ensure no more than 2 people within the main kitchen at any time.	Kitchen use to be limited to preparation of hot drinks etc and serving of prepared food. Main hall hirers encourage to serve drinks and food via serving hatch to minimise number of people entering kitchen.

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8.2		"Hot touch" surfaces e.g. door handles, light switches, work surfaces, cupboard/drawer handles, fridge handles, taps.	Hirers to be responsible for cleaning of door handles, light switches, work surfaces, cupboard/drawer handles, fridge handles, taps and any other kitchen equipment used, both before and after use.  Hand soap and paper towels to be provided within kitchen and checked daily.  Hirers to be encouraged to wash hands regularly.	Hirers to be given 30 minutes before and after each booking, free of charge, to include cleaning time.  Users to provide own cleaning materials in accordance with T&Cs. Ordinary domestic cleaning products suffice.
8.3		Cleaning of items in crockery cupboard	Kitchen crockery cupboard not available for hirers at present, to minimise handling of items and cleaning requirements.	
9.1	Kitchenette	Hall users to observe social distancing guidance.	Hirers requested to ensure no more than 1 person within kitchenette at any time.	Kitchenette only available for hirers of Jubilee Room.
9.2		"Hot touch" surfaces e.g. door handles, light switches, work surfaces, cupboard/drawer handles, fridge handles, taps.	Hirers to be responsible for cleaning of door handles, light switches, work surfaces, cupboard/drawer handles, fridge handles, taps and any other kitchen equipment used, both before and after use.  Hand soap and paper towels to be provided within kitchenette and checked daily.  Hirers to be encouraged to wash hands regularly.	Hirers to be given 30 minutes before and after each booking, free of charge, to include cleaning time.  Users to provide own cleaning materials in accordance with T&Cs. Ordinary domestic cleaning products suffice.
10.1	Storage areas	Cleaning of items in main hall furniture store	Main hall furniture store only available to users of main hall. Hirers to be responsible for cleaning of tables and chairs used as detailed above.	
10.2		Cleaning of items in under stage storage	Under stage storage not to be used by hirers or hall users.	
11.1	Toilets	Hall users to observe social distancing guidance.	Gents' and ladies' toilets to remain closed. Only available toilet is the single unisex / accessible toilet on the main corridor.	Users to provide own cleaning materials in accordance with T&Cs. Ordinary domestic cleaning products suffice..
11.2		"Hot touch" surfaces e.g. door handles, light switches, basins, toilet seats.	Hirers to be responsible for cleaning of toilet before and after use.  Hand soap and paper towels to be provided within toilet and checked daily.	
12.1	Changing rooms	Access to changing rooms	Changing rooms to be exclusively available for use by King's Somborne FC in line FA guidance and their own risk assessment.  Changing rooms not available for any other hirer in line with current UK Government guidance.	

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13.1	Events	Mixing of people from different households and groups.	<p>Hirers to be requested to record names and contact details for all people attending an event, and to retain these for at least 21 days to assist test-and-trace programme if required.</p> <p>Hall users encouraged to open doors / windows in rooms used, to maximise fresh air ventilation.</p> <p>Hirers must be aware of the legal requirements on social gatherings (e.g. tier restrictions) and ensure that all people attending their event comply with these.</p>	VHMC does not need sight of records. VH Booking Secretary will retain details of the hirer, and ask them to liaise directly with test-and-trace programme if needed.
13.2		Contamination of hirer's own equipment.	Hirers required to ensure all equipment brought into hall is cleaned both before and after use.	
13.3		Attendee taken ill with suspected COVID-19 symptoms.	Any person taken ill while on the premises should be taken to the Committee Room, or Pavilion changing room if the Committee Room is in use, until transport home or to hospital is available.	
13.4		Virus transmission via airborne droplets.	All hall users should wear a face covering while inside, in any part of the hall, in line with Government guidance and unless they have a reasonable exemption.	