

Wistaston Memorial Hall and Community Centre COVID-19 Risk Assessment

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.

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 to be considered**

Notes:

The maximum number of people permitted is 18.

There will be a one way system in place - entry via the Main Hall door and exit via the side doors (next to the Holmes Room and the Dudley Room).

There is no access to the kitchen or to the sink in the Holmes Room. Hirers must bring in own drinks, cups etc. There are no washing up facilities.

The First Aid Box, Accident Report Book and Faulting Book from the kitchen will be relocated in the Main Hall.

A daily log will need to be maintained of anyone who has accessed the Hall together with contact details. This is so they can be contacted in the event of anyone who has used the Hall being tested positive for COVID-19. (Track and Trace).

Hirers may only use plastic chairs for seating. Cushions etc will not be provided as it is impossible to maintain hygiene.

Prior to the Hall opening the water system will need to be flushed through for five minutes.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers - identify what work activity or situations might cause transmission of the virus and likelihood of exposure.</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning of premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional maintenance workers.</p>	<p>Stay at home guidance. If unwell in the building person moved to the Holmes Room.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>See the guidance below for access to the Holmes Room.</p> <p>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.</p>
<p>Staff, contractors and volunteers - who could be at risk and likelihood of exposure.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers 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.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. (Track and Trace).</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Car Park	<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>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>	<p>Main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Fabric covered chairs and excess furniture.</p> <p>Curtains</p> <p>Commemorative photos</p> <p>Notice boards.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hall cleaning staff. Cleaning materials available for use by the Hirers.</p> <p>Hand sanitiser to be provided at the entrance to the Hall.</p> <p>Main Hall to have one way signs fitted to show direction of travel.</p> <p>The notice board by the main entrance exterior door to have the following signage:- Way In Staying Secure COVID poster Social distancing poster Emergency contacts Catch it, Kill it, Bin it poster</p> <p>The internal door facing into the Hall by the main entrance to be fitted to be fitted with a "No Exit (unless in an emergency)" sign.</p>	<p>Cleaning materials to be made available in clearly identified location.</p> <p>Hand sanitizer needs to be checked daily.</p> <p>First Aid Box, Accident Report Book and Faulting Book available (moved from the kitchen)</p> <p>Waste bin lined with a bin liner which needs to be emptied after each hire.</p> <p>Test and Trace Access slips for people accessing the Hall but not connected to a hiring group.</p> <p>A face covering must be used at all times (unless exempt under the government guidelines).</p>

		<p>Window curtains to be left open and not touched. (sign on windows)</p> <p>During the hire windows and doors to left open to allow air to circulate.</p> <p>Seat cushions removed from cupboards and stored in the Dudley Room.</p> <p>Fabric covered chairs and excess furniture removed and stored in the Dudley Room.</p> <p>Stage curtains to be closed (no access to the stage at this time).</p> <p>Notice boards, photographs etc are not to be touched. No advertising literature to be left in the Hall.</p> <p>Track and Trace Register to be completed and retained by the Hirer for 21 days. In the event of the data being needed the Booking Officer will contact the Hirer. Other persons (e.g. cleaners) will complete an access form and leave this in the letter cage for the Booking Officer to retain.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	
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Store Rooms to the left and right of the main entrance doors	Door handles, light switches, window catches, items in storage	<p>No Entry signs</p> <p>If access needed and authorised by the booking officer door handles, light switches, window catches to be cleaned by hirers before and after use.</p> <p>The responsibility of cleaning items in storage is with the Hirer.</p>	
Storage Area (to right of the stage).	<p>Door handles, light switches, window catches, items in storage.</p> <p>Cleaning equipment.</p>	<p>If access needed and authorised by the booking officer door handles, light switches, window catches, to be cleaned by hirers before use or by hall cleaning staff.</p> <p>The responsibility of cleaning items in storage is with the Hirer.</p> <p>"No Entry other than authorised " sign to be fitted to both doors.</p> <p>If accessed the cleaning staff will need to ensure any "touch points" and cleaning equipment used are cleaned.</p>	<p>This area includes the main cleaning equipment storage area which will need to be accessed by the cleaners.</p> <p>The trestle tables are not to be used. Mark with hazard tape and a suitable sign.</p>
Rear corridor to the stage and Fire Exit Door.	Door handles, light switches	This Area is not to be accessed unless the Hall needs to be evacuated, after which contact needs	

		<p>to be made with a member of the Hall Management Committee. If accessed door handles, light switches, window catches, to be cleaned by the hall cleaning staff.</p> <p>"No Access unless Emergency" Sign to be fitted to the door.</p>	
<p>Holmes Room.</p> <p>This room will be the designated place where anyone who has come into the Hall, then starts to show signs of COVID-19 will be moved to.</p> <p>AT ALL OTHER TIMES THIS ROOM IS NOT TO BE USED.</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Fabric covered chairs.</p> <p>Blinds</p>	<p>Soft furnishings and fabric covered chairs to be moved to the Dudley Room.</p> <p>One plastic chair, one table and a waste bin with a bin liner to be left out for use.</p> <p>All other furniture to be stacked together, wrapped in hazard tape with a notice "Not to be Used".</p> <p>Blinds to be left open and not touched.</p> <p>A sign fitted to the door "No Access Unless being used as COVID-19 safe waiting area".</p> <p>In the event of this room being used for COVID-19 purposes a deep clean will be required.</p>	<p>COVID-19 First Aid Box comprising:</p> <ul style="list-style-type: none"> • Face mask (covering) & pair of plastic gloves x 2 – each set in a plastic bag (for responder and patient) • Plastic face shield – for the responder • Pocket pack of tissues • Hand soap in pump dispenser • Small hand sanitiser gel • Disposable apron e.g. plastic sleeveless or cheap overalls • Small packet anti-bacterial wipes • Rubbish bags x 2 (so disposables can be double-bagged). The outer one marked e.g. "Covid waste". • Washing up bowl for handwashing <p>Laminated instructions for how to respond are attached to the box and a laminated copy of</p>

			<p>the list is in the box including contacting the designated Hall representative.</p> <p>All hall users are made aware of this box when they first use the facilities.</p>
Kitchen	In view of social distancing, cleaning and maintaining an effective one way system around the Hall this room is unavailable.	<p>The door to be kept shut.</p> <p>Warning tape and a " No Entry" sign to be fitted.</p> <p>Remove appliances and store.</p>	NO ACCESS TO THIS ROOM AT ALL
Dudley Room	In view of social distancing, cleaning and maintaining an effective one way system this room is unavailable.	<p>The door to be kept shut.</p> <p>Warning tape and a "No Entry" sign to be fitted.</p>	<p>NO ACCESS TO THIS ROOM AT ALL</p> <p>This room will be used to store items not to be used elsewhere such as soft furnishings, fabric covered chairs, curtains etc.</p> <p>Nothing may be removed from this room without authorisation of the Booking Officer.</p>
Indoor Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc.</p> <p>Vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</p> <p>Hand dryers can be used.</p>	<p>Ensure soap, tissues and toilet paper are regularly replenished.</p> <p>The Hall cleaners to ensure there are sufficient supplies in situ before each hire.</p>

		Hand washing, social distancing, and Catch it, Bin it, Kill it posters.	
Corridors to the Holmes Room and side door and the Dudley Room and side door.	<p>Possible "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>	<p>Identify "pinch points" and busy areas.</p> <p>Consider marking out 2 metre spacing in the corridor area.</p> <p>Create one-way system from the Hall to the exit door and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by both exit doors.</p> <p>Signs fitted to the exterior of both doors "No entry".</p> <p>"Exit" signs to be fitted to both interior doors.</p>	Hand sanitiser needs to be checked daily.
Boiler Room	<p>Door handle, light switch.</p> <p>Social distancing not possible</p>	<p>NO ACCESS TO THIS AREA</p> <p>Sign fitted "No Access unless authorised".</p>	Any access request must be referred to the Booking Officer .
Garage	<p>Door handle, light switch.</p> <p>Social distancing not possible</p>	<p>NO ACCESS TO THIS AREA</p>	Any access request must be referred to the Booking Officer . There are a very limited number of people who can access this building.

THIS RISK ASSESSMENT HAS BEEN COMPLETED BY: Diane Heather Edge-Robinson, Bill Heath and Judy Gratton

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