

# Letterston Memorial Hall.

## COVID-19 Risk Assessment for re-opening

Version 1: 22 August 2021

### General guidelines.

1. Where the Main Hall is in use it will be isolated from the rest of the premises and accessed only through the doors nearest to the road. Toilets in the entrance hall nearest to the road.
2. Rooms may be hired separate from the Main Hall. Toilets by the entrance facing the car park.
3. Door between the car park entrance and the Main Hall to be locked when necessary.
4. Entrances and Corridors to be used one way only – ie. If someone is coming from the other direction please wait until they can achieve social distancing.
5. Please try to use the Toilets only one person at a time – outer toilet doors to remain open.
6. Kitchen must only be used by one group at a time with a maximum of 3 people in the kitchen at any time.
7. No access to the Stage area unless part of the hiring agreement.
8. Chairs & equipment will be in the hall for your hiring. Please do not touch other chairs or equipment left for other groups. Please use gloves to handle when setting out and leaving how you found them. Entry to the Store Room by agreement for 2 people.
9. The Covid Isolation Room is at the rear of the hall (beyond the toilets).

### 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.
3. This document is not intended to be comprehensive and LMH 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.
<p><b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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.</p>	<p>Stay at home if unwell. Contractors provide their own protective clothing and equipment. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</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><b>All persons using the premises</b></p>	<p>Covid transmission risk from people showing Covid 19 symptoms</p>	<p><b>As soon as a person shows any symptoms that could be linked to Covid 19 they should be isolated quickly in the Isolation Room</b></p>	<p>Call for external medical advice. Call 111</p>
<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, care-taking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.</p>	<p><b>Staff in the vulnerable category are advised not to attend work for the time being. 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. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></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. 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.</p>
<p>Entrance hall/lobby/Corridors</p>	<p>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.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by</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>

	cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	hirers. <b>Before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b>	Provide hand sanitiser.
Upholstered seating	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.	<b>Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</b>	
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Floors with carpet less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use. Rooms with carpeted floors not hired for keep fit type classes.	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. Sockets in all rooms available for tea making, etc.
Kitchen	Social distancing and cleaning is very difficult	<b>Hand sanitiser, soap and paper towels will be provided</b>	The kitchen must only be used by up to 3 people from any one hiring group at a time.

Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	No public access.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before & after use. Hirer to control accessing and stowing equipment to encourage social distancing.	Special permission is needed for hirers to enter the store room.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Vanity surfaces, & mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive. Signage and posters to ask for single usage encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.
Boiler Room	Door handle, light switch. Social distancing not possible	Caretaker to decide frequency of cleaning.	No Public access.
Stage	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them.	No Public access to the stage unless by arrangement.
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Cash payments/donations to be handled by one individual wearing gloves.	