

This document is based on the ACRE Risk Assessment template date 15th June 2020. Given that the rules and regulations change regularly, this document will also change on occasion.

In particular the regulations regarding the use of the hall by multiple groups, and the relevant social distancing. If you are unsure if you have the latest edition of any of the papers, please check our website at <https://www.leememorialhall.co.uk/index.php/en/lockdown>

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 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**

Highlighted: - Text added by the LMH trustees.

Covid-19 Risk Assessment for Lee Memorial Hall

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 staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with Covid-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Follow PHE guidance and PPE if 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>

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<p>Staff, contractors and volunteers– 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.</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>Provide screen for any reception office.</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.</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> <p>Discourage events requiring tickets or paying on the door (except with contactless payments).</p> <p>Events will require Track and Trace records to be kept.</p>

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<p>Car Park/paths/ patio/exterior areas</p>	<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 2metre 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. Wear plastic gloves and remove.</p>	<p>At this stage we will not be painting the floor or entrance. Signs will be posted, and hirers will be responsible for adopting appropriate measures to ensure appropriate social distancing.</p> <p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

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Entrance hall/lobby/corridors	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>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Front door combination pad, door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Hirers will be requested to use the front (road side) door for entrance, and the back (car park) door for exit..</p> <p>Clock tower and meadow doors will be used as fire escapes..</p> <p>Pinch points in corridors</p> <p>Hand sanitisers to be provided at all external doors. Will need to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>

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Main Hall and stage	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection, lighting and sound equipment. Screen pull down handle.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</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 hirers before use or by hall cleaning staff.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Remove window and stage curtains, pictures that are readily accessible</p> <p>Provide hand sanitiser (co-locate with external door sanitisers).</p> <p>Reduce available chairs to maximum of 30 to encourage observation of social distancing rules.</p>
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Copier, laminator, shredder.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Rooms with carpeted floors not hired for keep-fit type classes.</p> <p>Wipe shared copier etc.</p>	<p>Suggest we don't allow multiple bookings and any committees to use main hall.</p>

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Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided</p> <p>Consider encouraging hirers to bring their own Food and Drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Discourage use of kitchen but if necessary, limit use to maximum of two people at any one time.)</p> <p>All utensils to be washed using dishwasher, or in bowl using hot water (not just run under tap)</p> <p>Post notice requesting this.</p>
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<p>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p> <p>Door handles, tables and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p>	<p>Move sound and projector controllers to stage area. Do not allow access to freezer or card tables, lock large cupboard door. Heating control cupboard and WI cupboard to remain locked for present.</p> <p>Mini-monsters to take responsibility for cleaning toys, etc.</p> <p>.</p>

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Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	See also Storage Cupboards
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and 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 unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Put signs on toilet entry doors advising entry restricted to one person at a time.
Boiler Room (Heater Control Cupboard)	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls	Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required.	Remove curtains – store in loft space. Sound and projector equipment to be cleaned by hirer before and after use.

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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 households.	<p>Not allow ticketed events for immediate future.</p> <p>With 2m distancing Hall capacity is $4 \times 5 = 20$ minus 2 (to ensure fire exits are clear) = 18 groups. In addition, three groups on the balcony and two groups on the stage.</p> <p>A group is defined as one or more people from a maximum of two households.</p> <p>Limit hall to maximum 24 Groups. Groups should not interact with each other.</p>

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<p>Playground, Play equipment and Outdoor gym equipment</p>	<p>Covid-19 Risk Assessment required if re-opened.</p> <p>People at risk: clinically vulnerable children or adults, older relatives.</p> <p>If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves.</p> <p>Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents.</p> <p>If unfenced, not possible to prevent access: Tape will be removed/ignored.</p>	<p>Sun and rain reduce the risk by reducing the period over which the virus remains active.</p> <p>If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds.</p> <p>See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</p>	<p>Notices posted to include suggested text.</p>