



Risk Assessment for re-opening of GOUDHURST PARISH HALL (September 2020)

(Appendix F)

This document is adapted from guidance provided by Action for Communities in Rural England and was prepared by **Goudhurst Parish Hall** Committee members: Alan Foster (Chairman), Richard Bushrod (Secretary), Pamela Boniface (Treasurer).

A copy will provided to all organisations (GPH Hirers) which regularly use the hall together with the **Covid-19 Special Conditions of Hire (Appendix E)**. Any points raised by GPH Hirers will be considered by GPH Committee and actioned as appropriate.

A key part of the risk assessment is identifying "pinch points" where people cannot maintain social distancing of 2 metres.

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 Goudhurst Parish Hall Committee 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.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
1. Committee members and Contractors - Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning of premises if someone falls ill with CV-19 on the premises.	Stay at home guidance if unwell at entrance and in Main Hall. Contractors provide their own protective overalls, facemasks and plastic or rubber gloves.	Daily cleaning and PPE requirements discussed with Cleaning Contractors.



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		<p>Committee members and contractors advised to wash outer clothes after cleaning duties.</p> <p>Committee members given PHE guidance and equipment for use if required.</p>	<p>Requirements regarding storage and disposal of contaminated waste discussed with Cleaning Contractors.</p>
<p>2. Committee members and Contractors– think about who could be at risk and likelihood Committee members and Contractors could be exposed.</p>	<p>Committee members and Contractors who are either extremely vulnerable or over 70.</p> <p>Committee members and Contractors carrying out cleaning or 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>Committee members/ Contractors in the vulnerable category are advised not to attend for the time being as necessary.</p> <p>Discuss situation with relevant parties as and when necessary to do so to mitigate their risks.</p> <p>Review with Committee members, Cleaners and other Contractors regularly to check arrangements and ensure they are working. Ask them to report back any issues to the</p>	<p>Hirers will be responsible for their own RISK ASSESSMENT which must be forwarded to the Booking Officer before hall booking can confirmed.</p> <p>Committee members and Contractors will 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 permissions is given that it can be shared.</p> <p>It is important people know they can raise concerns. This is</p>



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		Committee as soon as possible.	documented in the <i>Covid-19 Special Conditions</i> for hiring which is provided to Hirers and available on the website.
3. Exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area becomes too congested to allow social distancing.</p> <p>People drop tissues or other items</p>	<p>Notice on Main Entrance Door re 2metre Social Distancing requirement. Tape marking out 2 metre waiting area placed outside Main Entrance to encourage care when queuing to enter.</p> <p>Users to be aware of limited parking area.</p> <p>Hirers and Hall Cleaners asked to check all areas outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves to remove items</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.</p>
4. Entrance hall/lobby/corridors/stairway	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.	"Pinch points" mitigated by Hirers and users. In particular, avoid crossing on stairway	<p>Hirers made aware of requirement.</p> <p>Additional signage</p>



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	Door handles, light switches in frequent use.	<p>2 metre spacing marked out in entrance area and inside hall.</p> <p>One-way entry/exit system can be implemented if required with alternative exit via fire doors.</p> <p>Door handles and light switches to be cleaned regularly by Hirers during use and daily by Cleaners daily.</p> <p>Hand sanitisers provided and checked daily by Cleaners.</p>	<p>provided.</p> <p>Additional bin provided in Main hall. Bins to be emptied regularly.</p> <p>Group booking hirers will be advised of possible one-way system.</p> <p>Hirers made aware of cleaning regimen required by the Booking Officer via <i>Special Conditions of Hire.</i></p>
5. 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>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use</p> <p>Daily cleaning of surfaces by Cleaners.</p>	<p>Avoid touching cushioned chairs unless wearing plastic gloves.</p> <p>Avoid touching Curtains unless wearing plastic gloves.</p> <p>Additional signage installed to remind all users of precautions</p>



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	Social distancing to be observed	<p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers and hall users to be encouraged to wash hands regularly.</p>	<p>around Covid-19.</p> <p>Hand sanitising stations provided.</p>
6. Small meeting room (Jessel Room)	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles Light switches, tables, chair backs and arms.</p> <p>Floors with carpet tiles less easily cleaned.</p> <p>Possible "pinch point" on stairway when accessing or leaving</p>	<p>Recommend hirers consider hiring larger meeting space and avoid use of small room.</p> <p>Surfaces and equipment to be cleaned by hirers before, during and after use (as per Special Conditions of Hire)</p> <p>Daily cleaning by Cleaners.</p>	<p>Only small groups than can ensure appropriate social distancing will be allowed to hire.</p> <p>Hirers will be made aware of potential "pinch point" on stairway for accessing upper level.</p>
7. Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer</p>	<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</p>	<p>USE OF THE KITCHEN WILL BE DISCOURAGED AT THIS TIME until the situation with Covid-19 becomes clearer.</p> <p>Cleaning materials to be made available in clearly identified</p>



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	Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	<p>likely to be used before use, wash, dry and stow crockery and cutlery after use (when kitchen re-opened).</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided</p> <p>Hirers encouraged to bring their own Food and Drink for the time being.</p>	<p>location on one of the kitchen surfaces.</p> <p>Supplies will be regularly checked and re-stocked as necessary by Contract Cleaners</p> <p>Users encouraged to bring their own Food and Drink for the time being to avoid congestion & etc.</p>
8. Store cupboards and Storage Rooms	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaning arranged as and when required.	
9. Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and 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 users arrive</p> <p>Covid-19 Posters</p>	<p>Cleaners will ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p> <p>Ladies Toilets: Two people only to access the area at one time.</p> <p>Men's Toilets: One person only to access the area at one</p>



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		provided to encourage hand washing.	time (due to social distancing on stairway)
10. Events	Handling cash and tickets Too many people arrive	Not applicable at this time	National Guidance will be monitored
11. Symptomatic COVID-19 Hall use	A user of the Hall becomes symptomatic while attending an event. Ensuring user is looked after appropriately . Protecting other users present	The affected person should be removed to the isolation area, which is located in the Cloakroom (next to the main entrance) where the following items will be available: a chair, tissues, a bin or plastic bag and a bowl, soap, bottle of water for handwashing, handsanitiser. Remain with the person until they can safely go home or call the ambulance service and await arrival. Ask others in the group to provide contact details and then to leave the premises, observing the hand sanitising and social distancing precautions	Inform the Booking Officer (gphbookings@outlook.com) so that any special cleaning requirements can be implemented. Advise the other users to launder their clothes when they get home. Advise the affected person to seek medical advice.

