

Burton Memorial Hall

A charity registered in England & Wales no. 505018

COVID-19 Risk Assessment for re-opening Burton Memorial Hall undertaken August 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors, volunteers, hirers, persons attending activities at the hall, delivery persons</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Equipment used and stored in the hall.</p> <p>Disposing of rubbish containing tissues and cleaning wipes.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Use of steam mop for floors.</p> <p>Occasional maintenance workers and delivery persons.</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>Stay at home guidance if unwell posted at entrances and in all hireable spaces.</p> <p>Cleaning staff/volunteers provided with protective aprons, face shields and nitrile gloves.</p> <p>Contractors and delivery service persons to provide their own PPE. Cleaning staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Cleaning staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Cleaning staff trained in safe use of steam mop to prevent scalds.</p> <p>All hirers instructed to clean touched surfaces, tables, chairs, sinks, taps, door and window handles, toilet handles and seats before and after their hire sessions with viricidal wipes provided in each hireable space.</p> <p>Notices posted at entrances advising that all persons entering the hall must use the provided hand sanitiser and wear a face covering whilst inside the premises unless</p>	<p>Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p> <p>Viricidal spray is provided for the use of cleaning staff only.</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 and how to do so.</p>

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		<p>undertaking exercise or sports.</p> <p>Notices giving COVID-19 secure information and suspected COVID-19 case notices, including contact details for hall Management Committee in case of suspected case of COVID-19 in the hall.</p> <p>Staff/volunteers in the vulnerable category advised not to enter the premises for the time being.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	
<p>Car park/paths/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>Notices at each entrance informing anyone waiting to enter the premises to remain outside the hatched area by each entrance.</p> <p>Cleaning staff to be asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove items found.</p>	<p>Existing hatched area outside each entrance is the waiting exclusion zone.</p> <p>Ordinary litter collection arrangements can continue. Provide disposable gloves for litter collection.</p>
<p>Entrance halls/lobbies/corridors/toilets</p>	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Persons waiting in the entrance lobbies for children attending activities.</p> <p>Door handles and light switches in frequent use.</p>	<p>Identify "pinch points" and busy areas.</p> <p>Consider marking out 2 metre spacing in entrance area.</p> <p>Place notices on south end toilets stating only one person at a time allowed in.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide bins or bin liners in the entrance halls and require hirer to empty them on leaving at the end of the hire period.</p>

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	Floors need daily cleansing.	<p>Separate the hall into two zones and use separate entrances for each zone. Provide signage for this.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall at each entrance.</p> <p>Steam mop clean floors daily.</p> <p>Advise all hirers that no-one is permitted to wait in the lobby area under any circumstances unless as allowed under the Suspected COVID-19 Plan.</p>	
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Stage curtains which cannot be readily cleaned between use.</p> <p>Window blinds.</p> <p>Social distancing to be observed.</p> <p>Floors need daily cleansing.</p>	<p>Inform hirers of the maximum number of persons allowed in the hall, 56 for seated activities, 18 for exercise, dance or sports.</p> <p>Door handles, light switches, window catches, tables, chairs and other equipment required must be cleaned by hirers before and after use. Provide viricidal wipes for use by hirers.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly. Provide soap, water and paper towels for use by hirers.</p>	Apply lower numbers of persons permitted to be in the room. See Special Conditions of Hire for details.

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		<p>Vinyl sidewalks to be steam mopped daily.</p> <p>Wooden floor to be cleaned with neutral floor cleaner and flat mop daily.</p>	
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal or wooden parts can be cleaned and are more likely to be touched when moving them.</p>	<p>Bridge chairs to be used weekly only by Bridge club, must be secured by lock and chain between usage.</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. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Clean metal/plastic/wooden parts regularly. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</p>	
Reception Room	<p>Number of users in the room.</p> <p>Door and window handles.</p> <p>Light switches.</p> <p>Tables, chair seats, backs and arms.</p> <p>Floors with carpet less easily cleaned.</p>	<p>Inform hirers to hire larger meeting space (e.g. main hall) if numbers expected to exceed 24 persons for seated activities or 6 for exercise, dance or sport.</p> <p>Surfaces and equipment to be cleaned by hirers before and after use.</p> <p>Rooms with carpeted floors not to be hired for keep fit type classes.</p>	<p>Apply lower numbers of persons permitted to be in the room. See Special Conditions of Hire for details.</p>
Club Room	<p>Number of users in the room.</p> <p>Door and window handles.</p>	<p>Inform hirers to hire larger meeting space (e.g. main hall) if numbers expected to exceed 18 persons for</p>	<p>Apply lower numbers of persons permitted to be in the room. See Special Conditions of Hire for</p>

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	<p>Light switches.</p> <p>Tables, chair seats, backs and arms.</p> <p>Floors need daily cleansing.</p>	<p>seated activities or 3 for exercise, dance or sport.</p> <p>Surfaces and equipment to be cleaned by hirers before and after use.</p> <p>Floor to be cleaned daily by cleaners using steam mop.</p>	<p>details.</p>
Kitchens	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles</p> <p>Fridges</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>Management committee decision to close kitchens to hirers until further notice. Advise hirers via the COVID-19 Special Conditions of Hire.</p>	<p>See Special Conditions of Hire for details.</p>
Refreshments	<p>Use of hall's cutlery and crockery.</p> <p>Use of tea towels and table cloths.</p> <p>Use of kettles, teapots and water urns.</p>	<p>Advise hirers that their attendees should bring their own refreshments with them if needed.</p> <p>All tea towels, tablecloths, kettles and water urns removed from kitchens into secure storage area.</p> <p>Hirers informed they are not allowed to use the hall's cutlery and crockery.</p>	<p>See Special Conditions of Hire for details.</p>
Store cupboards (cleaner etc)	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	<p>Public access unlikely to be required. Cleaning staff to decide frequency of cleaning within reason.</p>	

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<p>Storage Rooms (furniture/equipment) and Storage Cupboards (small equipment)</p>	<p>Social distancing more difficult.</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use.</p>	<p>Hirer must clean equipment required before use.</p> <p>Hirer to control accessing and stowing equipment to encourage social distancing.</p> <p>Storage for hirers created in separate areas.</p>	<p>See the Storage of Equipment in the Hall Covid-19 sheet.</p>
<p>Toilets</p>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing facilities.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all handles, taps, sinks and surfaces etc before attendees arrive.</p> <p>Consider “one person only” signage for toilets and posters to encourage 20-second hand washing.</p>	<p>Ensure soap, paper towels and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>
<p>Boiler Room</p>	<p>Door handle, light switch</p> <p>Social distancing not possible</p>	<p>No public access, external door should be cleaned before and after access if access is required.</p>	
<p>Stage</p>	<p>Curtains</p> <p>Social distancing</p> <p>Access steps</p> <p>Badminton items stored at side of stage</p>	<p>Consider tying back or removal of stage curtains out of reach if hirers are likely to touch them.</p> <p>Cleaning staff and Badminton group to clean as required.</p>	<p>Curtains are currently removed and stored in the secure store room.</p>
<p>Events</p>	<p>Handling cash and tickets</p> <p>Too many people arrive</p>	<p>Organisers arrange online systems and cashless payments as far as possible.</p> <p>For performances seats to be limited, booked in advance, 2 seat spaces between household groups.</p>	<p>See National Rural Touring Forum guidance, Section 2.6</p>

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		Cash payments/donations to be handled by one individual wearing gloves.	
External Soft Play Surface	Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives.	Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds.	See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.