

Corsley Reading Room
COVID Risk Assessment
20th July 2020

This RA is based on the best advice from ACRE, HMG and Health England as at the date of this document and within the existing decision of the Trustees with regard to possible use of the Reading Room recognising the financial and logistical constraints we operate under.

Document Owner: Hugh Deed, Chairman of the Management Committee

This document comprises 3 sections:

1. The RA for those aspects which are unique to trustees and contractors visiting the hall to deal with any building issues and prepare it for being available
2. The RA for those aspects affecting all/ any users
3. Sample additional COVID RA for hirers to build on and add to their normal RA.
4. COVID secure building sign and other signs which will be in the building as at 20th July 2020

The RA takes account of the overall decision of the trustees that the hall is NOT open for general bookings but that the trustees will consider specific requests and take into account the commitments of the hirer in meeting the regulations/ law and keeping the building COVID safe.

Due cognisance is also taken of **The COVID-19 Secure Guidelines (5 key points) from ACRE** applying to all Trustees, managers and any staff including volunteers. These underpin COVID Secure status :

- **Minimise contact with individuals who are unwell:**

Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.

- **Clean your hands often:**

Sanitiser or soap and water should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels or hot air driers in toilets and kitchens.

- **Respiratory hygiene:**

Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. A “Catch it, Bin it, Kill it” poster is available. { *Not currently displayed atRR* }

- **Regular cleaning of surfaces that are touched frequently:**

including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.

- **Maintain social distancing where possible:**

Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and groups of up to 2 households where possible and, where not possible, 1metre plus other mitigation measures. Bookings can be accepted for events where social distancing can be maintained and contacts below 2m are minimised and transitory, but certain types of events cannot yet be held. See 2.2 below.

Table 1 – RA for Trustees and Contractors maintaining the building

| Risk identified | Actions to take to mitigate risk | Insert Date completed and any notes. |
|---|--|--|
| <p>Cleaning surfaces/ areas 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 CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p> | <p>Stay at home guidance if unwell, reinforced by signs at entrances.</p> <p>Staff/volunteers encouraged to wear protective masks, overalls and plastic or rubber gloves depending on what they are doing.</p> <p>Contractors, including cleaning contractor, to provide their own protection and are expected to follow best practice.</p> <p>If deep cleaning is required then professional staff / contractors will be used.</p> <p>Only very limited use of hall to be made with extended gap between users (72 hours where possible) and clear rules of hygiene to be stipulated.</p> | <p>By 24th July 2020</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/volunteers who are either extremely vulnerable or over 70.</p> <p>Trustees 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 / Volunteers in the vulnerable category are advised to limit their involvement or not participate at all for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether they are at risk and should cease such work (as cleaning etc) for the time being.</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> |

Table 2 RA for all users/ volunteers/ trustees

| Risk Identified | Actions to mitigate | Date completion and notes |
|--|--|----------------------------------|
| Inability to confirm that the building is “COVID secure” | Request all users/ hirers follow the requirements of this RA and have their own COVID plan specific to their event | 20/7 |
| Use of the toilets | Gents urinal door to display sign _”One person at a time” All toilets to have “wash your hands” signs | 20 th July |
| Sanitisers entrances | Wall mounted sanitisers to be installed with signage to use them , at both front and rear entrance (inside) | 20 th July |
| Kitchen use to be limited to getting drinking water only | Signs to be installed All users to be encouraged to bring their own water “bottles” Possibly leave some disposable “use once” cups for drinking water if user has not brought own container. Sings to stipulate no use of other kitchen / bar glasses, cutlery, crockery etc. | 20 th July |
| The frequency of the main clean of the hall is only every 2 weeks | Space out the bookings so normally there is a significant gap between usage of the same room. Possibly 72 hours. Request all hirers to clean down the items they use and door hands before and after their booking. Allow an extra 30 minus before and after the event time to allow for this and make no extra charge. | 20/7 |
| In event of a person who is infected with COVID having been to the hall then assist in NHS track and trace | Request all hirers to have contact information about attendees at their event for them to facilitate Track and Trace via NHS. | 20/7 |
| COVID risks created by the specific event being run by the hirer | Require all hirers to confirm that they have a COVID Risk Assessment for the activity in the hall and that it does not put at risk the COVID secure status of the building | 20/7 |

| | | |
|---|---|------|
| COVID virus left on RR equipment | <p>Minimise the use of the RR equipment Ask all users to bring their own where practical</p> <p>Remove the ability for users to just use tables so we know if they are a risk of contamination.</p> <p>Require users to confirm if they have used any chairs and wiped them down afterwards.</p> <p>Kitchen not to be used, other than for access to water. This reducing risk of any possible contamination.</p> <p>Kitchen sink/ taps to have sanitiser/soap close by with signs to use the sanitiser before and after using the tap.</p> | 20/7 |
| Users go into areas which they have not booked to use, and infect a presumed clean area | Stress to hirers that they and their users MUST only use the areas agreed and under no circumstances (other than emergency evacuation) go beyond those areas/ rooms. | |
| Failure of hirer to advise of any problems which might spread the virus | Require feedback from the hirer. | |

Table 3 Sample COVID-19 Risk Assessment for hirers of Village and Community Halls (From ACRE)

This sample document is provided as a guide to help hirers produce their own COVID-19 risk assessment for use of the hall. It is intended as a supplement to a group's ordinary Risk Assessment.

| Area of Risk | Risk identified | Actions to take to mitigate risk | Notes |
|---|---|---|---|
| Cleanliness of hall and equipment, especially after other hires | Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning. | Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. | Bringing your own equipment |
| Managing Social distancing and especially people attending who may be vulnerable | People do not maintain 2 m social distancing | Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. | Avoid use of kitchen – ask people to BYO drink. Assess realistic maximum capacity with social distancing and do not exceed it. |
| Respiratory hygiene | Transmission to other members of group | Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. | Remember to bring tissues and hand sanitiser. Remember to empty any bins used at end of hire and take away with you. |
| Hand cleanliness | Transmission to other members of group and premises | Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels. | |
| Someone falls ill with COVID-19 symptoms | Transmission to other members of group and premises | Follow hall instructions. Move person to safe area, obtain contacts, inform hall management. | |

NOTE: If the hirer is a member of a professional association or other charity/ group with its own rules and guidance then the hirer is expected to implement the more restrictive of the measures should they differ from the Reading Room's or should discuss with the Reading Room Bookings officer.

Table 4 SIGNS

COVID Secure building sign

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the organiser of the activity you attended and have them (or you) contact the hall bookings contact of chairman.
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind any marked lines as you go through the entrance hall to your activity and observe any one-way system marked/ signed by the hirer/leader of the meeting or event.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues should be disposed of into rubbish bags. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated. Leave at least one out door open if possible while the building is occupied. Close doors and windows on leaving.**
- 10. REMOVE all your waste/ rubbish** at the end of the event/hire.
- 10. Wash your clothes when you get home** to reduce risk of transmission.

Kitchen doors and door to bar from the main hall.

KITCHEN and BAR OUT OF USE

OTHER than to get access to drinking water

NO Reading Room Cutlery, crockery , utensils, kettle, boiler or cooker is to be used.

NO Table cloths to be used.

NO Glasses from the bar area to be used

Please WIPE down the tap before and after accessing drinking water with the anti-bacteria wash / soap.

Sign by Kitchen Tap

DRINKING WATER

Please WIPE down the tap before and after accessing drinking water with the anti-bacteria wash / soap.

NO Reading Room Cutlery, crockery , utensils, kettle, boiler or cooker is to be used.

NO Table cloths to be used.

NO Glasses from the bar area to be used

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