

Winterbourne Glebe Hall Management Committee

COVID-19 Risk Assessment Update (16th December 2021)

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Introduction

1. COVID-19 continues to remain a serious health risk. It is recommended that everyone should stay cautious to help protect yourself and others. This COVID-19 Risk Assessment may need to be updated in the light of any new government advice associated with changes occurring with levels of community based Covid infections. While no situation is risk, free, there are easy and effective actions we can take to protect others and ourselves around us.

2. 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 to consider**

3. This Risk Assessment is based on the following categories of people using the hall.

- Booking Clerk – Cleaner.
- Contractors –builders, electrician, plumbers etc.
- Volunteers – all trustees and others who help the board of trustees.
- Users – people who hire the hall, including their members/customers.
- Regular Users – users who have Trustee representatives, (e.g. Newbourne Players, Scout & Guide Association, Historical & Horticulture Association)
- Visitors – anybody else, including the public, if they are not a paying customer, and officials such as service engineers.

4. This risk assessment is based on guidelines and recommendation published by the UK Government, Government, ACRE (Action with Communities in Rural England) and WVHA (Wiltshire Village Hall Association), supplementary conditions of hire during the Winter 2021-2022(Covid-19) and Health & Safety Executive (H&SE) and will be distributed to all prospective and regular users.

5. All hirers' attention is also drawn to the Poster (HELP KEEP OUR HALL COVID-19 SECURE) that outlines basic practices expected while hiring the hall and Supplementary Covid-19 Hire Conditions (Appendix 1)

Area or People at Risk	Risk Identified	Action Taken to Mitigate Risk	Date Completed and/or Notes
Staff and volunteers	Transmission of virus from potential hirers while they are being shown the hall.	Booking Clerk/Trustees can continue to show visitors I round hall but all MUST wear if entering the Hall, social distance while inside and hand sanitise.	This procedure to be communicated to any volunteers who take on this role while covering for Booking Clerk. Advised to check in to hall by using the hall's designated NHS QR code and receive advice if there has been an outbreak.
Staff, contractors, volunteers, users, regular users and visitors.	Transmission of the virus from infected surfaces.	Anyone using hall advised to wipe surfaces they touch prior to and following use of hall. Regular users advised to undertake own riskassessment.	WGHMC cannot guarantee Covid clean at beginning of all hiring's so are dependent upon users following Covid secure guidelines posted in hall. PPE, cleaning materials and instructions provided in hall. Additional advice provided in COVID Special Conditions of Hire.
Staff, contractors, volunteers, users, regular users and visitors.	Transmission of the virus from droplets in the air.	All users of the hall MUST wear a face covering in restricted areas and at more crowded events, unless they are exempt. unless an exemption or other government guidance applies to the activity (e.g. Dancing, taking exercise) A face covering not required when eating or drinking but they should be seated. Information posters at entry points. Regular users advised to undertake own riskassessment.	Posters outlining requirement to use of face masks while in Hall. Risk assessments encouraged by users in Covid - Special Conditions of Hire Volunteers serving beverages/food at tables MUST wear face covering.
Staff, contractors, volunteers, users, regular users and visitors.	Transmission of the virus from rubbish containing tissues and cleaning cloths.	Anyone using the hall requested to dispose of rubbish following use by bagging and placing in outside bins. Regular users advised to undertake own riskassessment.	Bins in hall and bags provided for disposal of rubbish. Instructions provided with COVID-19 Special Conditions of Hire.
Staff, contractors, volunteers, users, regular users and visitors.	Contractors and any other users carrying out cleaning, or internal maintenance tasks could be exposed if a person carrying the virus entered the premises or falls ill.	Contractors confirmed they provide their own protective clothing for their staff. PPE (Plastic gloves) provided for all other users of the hall.	PPE, cleaning materials and instructions provided.

Area or People at Risk	Risk Identified	Action Taken to Mitigate Risk	Date Completed and Notes
Staff, contractors, volunteers, users, regular users and visitors.	Individual feeling unwell	Stay at home guidance if unwell at entrance and in main hall.	Instructions provided with Special Conditions of Hire.
Staff, contractors, volunteers, users, regular users and visitors.	Someone falls ill with COVID-19 on the premises.	Send the person home immediately, or if they need to wait for a lift, isolate them. Emergency COVID-19 pack provided with instructions. Close the hall and carry out deep cleaning of premises that complies with decontamination in non-healthcare settings before reopening.	Instructions provided with Special Conditions of Hire. Staff, contractors, volunteers and all users of the hall 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 person concerned agrees it can be shared.
Contractors, volunteers, users, regular users and visitors.	Extra risk for those who are either extremely vulnerable or over 70 years old.	Contractors advised to undertake own risk assessment. User groups with members aged over 70 to follow their organisation's national guidelines (if available) and advised to carry out their own risk assessment.	Advised to check in to hall by using the hall's designated NHS QR code and receive advice if there has been an outbreak.
Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	Regular user groups advised to carry out own risk assessment. Cleaner asked to check area outside doors for rubbish, which might be contaminated, e.g. tissues. wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky.

Area or People at Risk	Risk Identified	Action Taken to Mitigate Risk	Date Completed and Notes
Entrance Foyer / annex /storeroom/ Archive room	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.	Hirers MUST wear facemasks in confined areas. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided in lobbies where people enter & leave and in toilets, & checked by cleaner.	Some form of social distancing and mask wearing advised in The Special Conditions of Hire and according to `Hirers activity and Risk Assessment
Main Hall	Door handles, light switches, tables, chair backs and arms. Soft furnishings, which cannot be readily cleaned. Projection equipment. Screen. Curtains or blinds	Door handles, light switches, tables, chairs, and other equipment used, to be cleaned by hirers before use, (if necessary), and during and after use. Hirers to be encouraged to wash hands regularly.	Consider removing items, which are more difficult, to clean and likely to be touched by the public. Provide hand sanitiser, soap and paper towels.
Small Meeting Room	Social distancing more difficult in smaller areas. Door and window handles. Light switches. Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	Hirers MUST wear facemasks and use hand sanitiser in more confined areas.	Hirers to implement their own risk assessment.

Area or People at Risk	Risk Identified	Action Taken to Mitigate Risk	Date Completed and Notes
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/Dishwasher	Hirers MUST wear facemasks, gloves and plastic apron in more confined areas. Cleaning materials provided by WGMC and should be used before, during and after event. areas	Tea towels not provided by WGHMC. If hirers require tea towels they must provide them and remove after use.
Store cupboards (cleaner, etc.)	Social distancing not possible. Door handles, light switch.	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	WGHMC to regularly review
Storage Rooms (furniture / equipment)	Social distancing more difficult. Door handles in use. Equipment needing to be moved or not in use.	Hirers advised to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	WGHMC to regularly review storage space.
Toilets	Social distancing difficult. Surfaces in frequent use door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Paper towels provided. Posters to encourage 20 second-hand washing.	Cleaner to check soap & paper towels, tissues and toilet paper are regularly replenished. Hirer advised where to access for re-stocking if needed.
Main and disabled Annex	Door handle, light switch. Social distancing not possible.	Public access unlikely. Cleaner to decide frequency of cleaning.	
Events	Handling cash and tickets.	Hirers recommended organising online payment systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual. Frequent hand washing advised.	Glebe hall treasurer in process of purchasing system for glebe hall. BACS payment system in place.

Chair signed on behalf of WGHMC.

W
WGHMC

Name G. Lloyd [Type text]
Covid Risk Assessment Update

Date 16th. December 2021 [Type text]
16th. December 2021 6/9

Appendix 1
WINTERBOURNE GLEBE HALL MANAGEMENT COMMITTEE
Supplementary Conditions of Hire during Winter 2021 (COVID-19)
(Based on UK Government's COVID_19 Winter Plan
-Continuing to live with the virus-)

These conditions are supplemental to, not a replacement for the hall's ordinary conditions of hire.

- 1: As the hirer, you are responsible** for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed around the hall (See enclosed poster)
- 2: You agree to undertake and comply with the actions** identified in the hall's risk assessment.
- 3: You will be responsible** for cleaning surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive, to keep regular used surfaces clean during your hire, and clean them on leaving. Cleaning products are supplied and in a clearly accessible location).
Please take care cleaning electrical equipment and switches. Use cloths - do not spray!
- 4: Ensure, as far as is possible,** everyone attending your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in previous 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a Covid-19 test.
5. The **UK Government** still advises a record of the date and time any activity started and the name and contact telephone number or email of individuals or group representative who attended by any procedure you consider appropriate. For those with a smart phone a NHS QR is displayed in the hall.
- 6. It is recommended** that the premises be well ventilated throughout your hire, with windows and doors(except fire doors) open as far as convenient or open at regular intervals to allow in fresh air. Remember to leave the hall secure on leaving.
- 7. It is recommended** you avoid over-crowding of events or control numbers attending. **The use of face coverings is now a legal requirement unless an exemption or other government guidance applies to the activity (dancing, taking exercise. A face cover not required when eating or drinking but they should be seated. A face covering must be worn** when using confined areas e.g. Kitchens, storage areas & accessing toilets, for the safety of others.
- 8. Take into consideration** the arrangement of furniture / displays /seating / tables etc. in rooms, to avoid as far as possible the close contact with people who do not regularly see each other.
- 9. You will be responsible** for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. Place in the rubbish bags provided [kitchen or toilets] before you leave the hall.

10. If drinks or food are to be provided consider their consumption in appropriately arranged seated areas,
We recommend you use the dishwasher and manually dry the crockery and cutlery, if required, before being stored away. YOU WILL NEED YOUR OWN CLEAN TEA TOWELS, so as to reduce risk of contamination between hirers, and take them away.

11. **It is advised that those bringing their own equipment** avoid equipment that is difficult to clean.

12. **It is a requirement** that any equipment provided by the Glebe Hall be cleaned before use and before being stored in the hall's storage areas (e.g. Tables, Chairs, Kitchen equipment, projector controls).

13. **Where a sport, exercise or performing arts activity** takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

WINTERBOURNE GLEBE HALL MANAGEMENT COMMITTEE

POSTER

HELP KEEP THIS HALL COVID-19 SECURE

1. All hirers are responsible for those participating in the events they are organising, by undertaking their own risk assessment and for promoting preventative measures such as good hygiene practices, regular hand washing and enforce the legal requirement to wear facemasks.
2. You MUST not enter if you or anyone in your household has COVID-19 symptoms.
3. If you develop COVID-19 symptoms within 10 days of visiting these premises you must seek a COVID-19 test.
4. Maintain social distancing as far as possible from anyone with which you do not have regular contact.
5. Use the hand sanitizer provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
6. Avoid touching your face, nose, or eyes. Clean your hands if you do.
7. Face coverings MUST be worn in the Hall unless an exemption applies to a person (e.g. for health reasons, those aged under 11), or while you are engaged in an exempt activity (e.g. exercise, dancing, while eating or drinking).
8. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
9. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived and when you leave.
Note: The WGHMC regularly clean all surfaces at the hall but cannot guarantee to do this between bookings
10. Take turns to use confined spaces such as corridors, kitchen and toilet areas,
11. Keeping the hall well ventilated is recommended. Close doors and windows on leaving.
12. Bring your own tea towels or preferably use the dishwasher. The hall will supply you with washing up liquid and disposable dishcloths if required.

Note: The WGHMC has the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that these Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for