

Appendix F

Sample COVID-19 Risk Assessment for re-opening Village and Community Halls – February 2022

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

Despite the removal of restrictions, 2m social distancing should be encouraged in less well ventilated spaces and to protect vulnerable people. Where not possible mitigation measures such as face coverings are encouraged.

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 guidance for specific activities issued by government and local authorities.
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**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Staff, contractors and volunteers – 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 premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own.	Staff/volunteers may need guidance as to cleaning. For example, The priority should be frequently used surfaces eg tables, sinks, handwash-basins, light switches (cloths not sprays should be used on electrical equipment).
Staff, contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are clinically vulnerable or unvaccinated: 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. Mental stress from handling the changing situation.	Discuss situation with staff/volunteers to identify whether provision of protective clothing, mitigation such as face coverings and cleaning surfaces before they work is sufficient to mitigate their risks.	Staff/volunteers will need to be warned immediately if someone tests positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless he/she agrees it can be shared. It is important people know they can raise concerns.

Social distancing still advisable with vulnerable people and those you are not in regular contact with. Risk to hirers/event organisers and to those attending the hall	Risk is people attending mingle with others they are not usually in contact with, which may spread the virus and worry other users.	Adjust hire conditions to cover this. Maintain signage. Discuss hirer concerns with them, as adjustments continue to be advisable eg to seating arrangements.	Event organisers should encourage respect for other people. Avoid raised voices or loud music which would cause people to have to shout to be heard.
Car Park/paths/ patio/exterior areas	People drop tissues and face masks.	Cleaner/caretaker asked to check area outside doors for rubbish which might be contaminated. Wear plastic gloves and remove.	Outside areas are less risky. Ordinary litter collection arrangements can remain in place.
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.	Identify "pinch points" and busy areas. Provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.	Hand sanitiser needs to be checked regularly. Empty bins regularly.

Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hirers.	
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	Social distancing to be observed	before use or by hall cleaning staff.	Provide hand sanitiser.
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Cushioned chairs with arms are reserved only for those who need them by reason of infirmity or who are clinically vulnerable Ask those moving them to wear plastic gloves.	Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched are less of a risk.

Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder.	Recommend hirers hire larger meeting spaces and avoid use of small rooms except for small meetings. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.	
Kitchen	Social distancing more difficult Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Hirers are asked to maintain social distancing, especially for the vulnerable. Hirers to clean all areas likely to be used, wash, dry and stow crockery and cutlery after use.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.

	Cooker/Microwave	Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Encourage people to eat or drink when seated.	Follow government guidance for the hospitality industry with respect to preparation and serving of food.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to encourage social distancing and use of hand sanitiser.	
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 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.

Stage	Social distancing Lighting and sound controls	Hirer to control access and clean as required.	
Changing Rooms	Outdoor toilets can be used by public.	Establish frequency of cleaning and provide signage	See Government Guidance for councils on opening public toilets
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual wearing gloves/using hand sanitiser.	See Government Guidance for Performing Arts
Playground, Play equipment and Outdoor gym equipment	People at risk: clinically vulnerable children or adults, older relatives. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by parents.		Sun and rain reduce the risk by reducing the period over which the virus remains active.