



COVID-19 Risk Assessment for Re-opening Lavant Memorial Hall (LMH)

This document looks at the risks posed by Covid-19 to people entering LMH once it is open. The people at risk and the areas where the risks are present are identified, along with the risk mitigation measures that have been taken to make the premises "Covid-Secure". LMH operates on an unattended basis. Users are encouraged to conduct their own risk assessment, specific to their activity and demographics, and this document is intended to facilitate that process.

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. It represents our assessment as of the date of publication shown at the foot of the page.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Notes
<p>Hirers</p>	<p>Mingling risk with someone carrying the virus during their activity Contact risk with surfaces infected by people carrying the virus. Contact risk with contaminated rubbish containing tissues and cleaning cloths. Falling ill with suspected Covid-19 whilst using the hall</p>	<p>LMH has put in place a comprehensive set of capacity, layout, signage and cleaning measures addressing the government’s 5 key points:</p> <ul style="list-style-type: none"> • Minimising the risk of contact with anyone who is unwell • Hand hygiene • Respiratory hygiene • Regular cleaning of frequently touched surfaces • Maintaining Social Distancing <p>Additional measures have been put in place to deal with regular rubbish removal and the provision of a “quarantine” area for anyone feeling unwell</p>	<p>Completed 31/08/2020 Details of the measures are set out in:</p> <ul style="list-style-type: none"> • Proposal for Re-Opening Lavant Hall • Proposal for LMH Layout <p>and User’s obligations to render them effective are contained in</p> <ul style="list-style-type: none"> • Special Conditions of Hire <p>which users must accept before a booking is confirmed.</p> <p>All these documents are available for view and download on our website at: https://www.lavantmemorialhall.org.uk/covid-19/</p>

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Notes
<p>Hall operates unattended. Caretaker attends in a part time capacity, cleaners, occasional maintenance workers, occasional trustee visitors</p>	<p>Mingling risk with someone carrying the virus Contact risk with surfaces infected by people carrying the virus. Disposing of contaminated rubbish containing tissues and cleaning cloths. Deep cleaning contaminated premises if someone falls ill with CV-19 on the premises.</p>	<p>Caretaker, cleaner and maintenance workers asked to schedule activity when hall is not in use by hirers. Caretaker provided with protective overalls, face covering and gloves and advised to avoid cleaning duties. Cleaners provide their own and advised to wash outer clothes after cleaning duties.</p> <p>Scope and schedule of cleaning set out for contractors includes daily check on rubbish disposal. Specialist contractor to be used if deep clean required.</p>	<p>Completed 31/08/2020</p> <p>Alert system in place via Hall Secretary (or Booking Secretary if not available) to warn in the event of someone who has been on the premises testing positive for Covid-19. Hall will then be closed pending remedial clean.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Mingling risk because social distancing may not be observed as people congregate before entering premises and/or parking area is too congested to allow social distancing.</p>	<p>Social distance marking outside hall main entrance Visitors encouraged to adopt “wait and let pass” approach.</p>	<p>Completed 31/08/2020</p>

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Notes
<p>Entrance hall/lobby/corridors</p>	<p>Mingling risk increased in possible “pinch points” and busy areas where social distancing is not observed in a confined area.</p> <p>Contact risk with door handles, light switches in frequent use.</p>	<p>Social distance marking, one-way flows and signage applied</p> <p>Door handles and light switches cleaned daily</p> <p>Hand sanitiser stations provided by hall</p>	<p>Completed 31/08/2020 Hand sanitiser supply checked daily.</p>
<p>Hall interior Main Hall, Green Room</p>	<p>Mingling risk if social distancing not observed</p> <p>Contact risk with door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment (switches, socket and remote controller, projector is out of reach)</p> <p>Screen. Window curtains or blinds Commemorative photos, displays.</p>	<p>Markers and signage to help hirers enforce social distancing. One-way flows in and out of and between spaces instigated. Sanitiser stations provided.</p> <p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and daily by hall cleaners.</p> <p>Internal door curtains tied back. Hirers encouraged to wash hands regularly.</p>	<p>Completed 31/08/2020 Cleaning materials made available in clearly identified locations, regularly checked and re-stocked as necessary. Extra bins provided. Remove or tie back window curtains and any other items which are more difficult to clean and likely to be touched by the public</p>

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Notes
Upholstered seating	Contact risk. 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, i.e. more frequently.	Hirers to clean metal parts regularly touched before their activity. Ask those moving them to wear plastic gloves.	Completed 31/08/2020 Gloves provided at cleaning stations Restrict available chairs to 35 (max capacity).
Committee Room	Mingling risk much increased because social distancing more difficult in smaller areas Usual Contact risks	Currently CLOSED to hirers	Completed 31/08/2020 Doors locked
Kitchen and the kitchen area of the Green Room	Mingling risk much increased because Social distancing more difficult in smaller areas Contact risks increased because of additional features; working surfaces, sinks cupboard/drawer handles. fridge/freezer crockery/cutlery kettle/hot water boiler cooker, microwave	Currently CLOSED to hirers	Completed 31/08/2020 Doors closed or “no-access to hirers” areas marked off with chain Hirers told to bring their own food and drink if needed

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Notes
Store cupboards (cleaner etc)	Social distancing not possible Contact risk with door handles, light switch	Public access unlikely to be required. Caretaker and cleaners aware, and advised to use gloves	Completed 31/08/2020 Caretaker to decide frequency of cleaning.
Storage Areas (furniture/equipment)	Mingling risk increased because social distancing more difficult Extra Contact risk includes equipment for handling chairs and tables e.g. trolleys Equipment not required may need to be moved	Hirer to control accessing and stowing equipment to encourage social distancing. Hirer to clean equipment required before use.	Completed 31/08/2020 Some chairs and tables to be left out to facilitate set-up by hirers (see above comment re seating) Surplus equipment to be removed or stowed.

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Notes
Indoor Toilets	<p>Mingling risk in accessing toilets</p> <p>Contact risk increased from surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>Single cubicle toilets only. Social distance marks, one-way flows and signage to facilitate Hirer's control of numbers accessing toilets at one time. Posters to encourage 20 second hand washing.</p> <p>Hirer to pay particular attention to access to disabled toilet, which cannot fully comply with one-way flows.</p> <p>Cleaners will preclean frequently touched surfaces daily. Hirer to clean all surfaces before activity.</p>	<p>Completed 31/08/2020</p> <p>Cleaners will check daily that soap, paper towels, tissues and toilet paper are replenished.</p>
Stage	<p>Contact risk</p> <p>Curtains</p> <p>Screen</p> <p>Audio/video controls</p>	<p>Hirer to control access and clean as required.</p>	<p>Completed 31/08/2020</p> <p>No use of audio/video without LMH express written permission. Advice on cleaning provided with permission.</p>
Changing Rooms	<p>Mingling risk, social distancing difficult in confined area</p> <p>Contact risk from surfaces</p> <p>Showers</p>	<p>Currently CLOSED to hirers</p> <p>Toilet use restricted to Football and Cricket Clubs who are responsible for cleaning</p>	

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Notes
Events	Mingling risk , too many people arrive compromising social distancing arrangements Extra contact risk - Handling cash and tickets	Hall capacity currently limited to 35. No events permitted until further notice.	To be reviewed once capacity limit raised.