

This risk assessment has been revised in the light of Government guidance on moving to Step 4 of the roadmap with effect from 19 July 2021. The risks remain essentially the same, but the prevalence of vaccinations make the occurrences less likely and the impact generally less severe. Some of the mitigations e.g., mandatory social distancing and closed facilities are no longer in place.

10-Nov-2021



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. 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 further 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.
3. At the current step 4 of the government roadmap the emphasis has moved from regulation to responsible behaviour e.g., the exercise of caution and respect for others. Our approach has been to try and facilitate hirers adopting a range of risk mitigations, appropriate to the nature and demographics of their activity.

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</p> <p>Contact risk with surfaces infected by people carrying the virus.</p> <p>Contact risk with contaminated rubbish containing tissues and cleaning cloths.</p> <p>Falling ill with suspected Covid-19 whilst using the hall</p>	<p>LMH has put in place a set of capacity, layout, signage and cleaning measures addressing the government's 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 • Facilitating Social Distancing • Maintaining ventilation <p>Additional measures have been put in place to deal with regular rubbish removal</p>	<p>Completed 31/08/2020 Revised 19/07/2021</p> <p>Details of the measures are set out in:</p> <ul style="list-style-type: none"> • Covid-19 Secure Certification Poster (displayed throughout the Hall) • Proposal for LMH Layout and User's obligations to render them effective are contained in • Special Conditions of Hire which users must accept before a booking is confirmed. <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 includes daily check on rubbish disposal. Specialist contractor to be used if deep clean required.</p>	<p>Completed 31/08/2020 Revised 19/07/2021</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>Visitors encouraged to adopt “wait and let pass” approach.</p>	<p>Completed 31/08/2020 Revised 19/07/2021</p> <p>Risk is lower because of outdoor setting.</p>

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<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 remains in place and one-way flows signed</p> <p>Hirers encouraged to wear masks in confined spaces and to clean door handles and light switches</p> <p>Hand sanitiser stations provided by hall</p>	<p>Completed 31/08/2020 Revised 19/07/2021</p> <p>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) Screen. Window curtains or blinds Commemorative photos, displays.</p>	<p>Markers and signage to help hirers apply social distancing. One-way flows in and out of and between spaces signed. Sanitiser stations provided. Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.</p> <p>Hirers encouraged to wash hands regularly and increase ventilation</p>	<p>Completed 31/08/2020 Revised 19/07/2021</p> <p>Cleaning materials made available in clearly identified locations, regularly checked and re-stocked as necessary. Extra bins provided. Curtains, blinds and displays deemed low risk.</p>

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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 Revised 19/07/2021 Gloves provided at cleaning stations
Bleaches Room	Mingling risk much increased because social distancing more difficult in smaller areas Usual Contact risks	Hirers encouraged to wear a mask and to increase ventilation	Completed 31/08/2020 Revised 19/07/2021
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	Hirers encouraged to wear masks and to pay attention to cleaning, ventilation and regular hand washing	Completed 31/08/2020 Revised 19/07/2021

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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 Revised 19/07/2021

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>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 clean frequently touched surfaces regularly. Hirer to clean all surfaces before activity.</p>	<p>Completed 31/08/2020 Revised 19/07/21</p> <p>Daily check that soap, paper towels, tissues and toilet paper are replenished.</p>
Stage	<p>Contact risk</p> <p>Curtains Screen Audio/video controls</p>	<p>Hirer to control access and clean as required.</p>	<p>Completed 31/08/2020 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 Showers</p>	<p>Currently CLOSED to hirers</p> <p>Toilet use restricted to Football and Cricket Clubs who are responsible for cleaning</p>	<p>Neither football nor cricket being played before April 2022</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 120.	Capacity limit set at “comfortable seated at tables” limit rather than full licensed capacity (320)