

HAMPSTHWAITE MEMORIAL HALL

Hollins Lane
 Hampsthwaite, HG3 2EJ
 Reg Charity No. 523703
 H.B.C. Licence No. WK/050606862

Bookings:

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Memorial Hall COVID Risk Assessment

Important Notes

- COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

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 we might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	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 plastic or rubber gloves if cleaning a Covid infected area. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	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.
Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, care-taking 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 new situation.	Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Talk with staff, trustees and volunteers regularly to see if arrangements are working.	Staff and volunteers 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 employee/volunteer agrees it can be shared. It is important people know they can raise concerns.
Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Post notices and reminder signs to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain

		Wear plastic gloves and remove.	in place. Provide plastic gloves.
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. Post distancing reminder notices. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room and wash-rooms. Empty regularly.
Main Hall and Small Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen, Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and by hall cleaners each day Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser. Consider using only one space at a time and offering hirers the options of either using a larger space or reducing their group size to our Covid maxima – see http://www.hampsthwaite.org.uk/memorialhall/548
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 and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. Make notices to identify cushioned chairs for exclusive use of Dancing for Well-being. Discourage use of arm chairs in Sun Lounge.
Sun Lounge	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before and after use or by hall cleaner.	Consider closing , only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.
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	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be	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. Consider closing kitchen if not required or restricting access.

		provided. Consider encouraging hirers to bring their own Food and Drink for the time being.	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	Install security bolt on cleaning materials door
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing – e.g. for chairs. Discuss with Toddler Group
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 pre-cleaned out of hours Consider engaged/vacant signage and 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. Notices to discourage queueing in wash-room corridor needed Lock all but one cubicle
Ex. Boiler Room (rear store)	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	PayBack Team to manage Install door lock
Stage	Curtains Social distancing Lighting and sound controls	Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required.	Green Room used as Isolation Area Remove wing curtains
Events	Handling cash and tickets Too many people arrive	Organisers may choose online booking systems to control numbers and provide cashless payments as far as possible Adhere to current advice re: audience seating – e.g. 2 seats between individuals or households and space out rows.	Make organisers aware of TicketSource for example (www.ticketsource.co.uk) Set up PayPal account for Memorial Hall and/or provide BACS info? Also https://www.izettle.com/gb or https://sumup.co.uk/ Notices to fill furthestmost seats first needed. Advise meetings and small groups to sit side by side and not face to face where possible.