

Risk Assessment

Date:	03/09/21
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Assessors Name:	Denise/Jon Jarrett	Review Date:	5th Issue 23/07/21 (to be revised as per government guidance)
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Endorsed By:	Jon Jarrett	Signature:	Electronic	Position:	Chairman	Date:	03/09/21
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Description of assessment	Coronavirus (COVID-19) & re-opening of St Johns Village Memorial Hall (step 4)
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Location Details	St John's Village Memorial Hall, St John's Lye, Woking, Surrey, GU21 7RP
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	Final Risk level S x L = R			
		S	L	R	RR			S	L	R	RR
Catching / Spreading	Employees, Trustees and users of the hall	5	3	15	H	<ul style="list-style-type: none"> The hall will open to the general public and informal gatherings (such as celebration parties) but in a limited and controlled manner, where users can confirm / demonstrate that their activities can be controlled in accordance with the COVID 19 Gov't Guidelines. The premises will reopen to accommodate the Seedlings pre-school as per current government guidance Employees, Trustees and users of the hall will be instructed not to attend the hall if they have any symptoms of 	<p>All Hirers / User Groups (excluding Seedlings who have their own specific control plan) of the combined facility are fully responsible for their own Covid 19 risk controls. Where appropriate, they shall supply a risk assessment and management plan for their activities to be reviewed and accepted by the Trustees. All Hirers / User Groups shall apply the COVID-19 controls implemented by the Hall Trustees. Further information on social contact rules, social distancing and the exemptions that exist can be found on the government website www.gov.uk.</p> <ul style="list-style-type: none"> The Hall will be open for Seedlings pre-school setting in the Oak Hall, Meeting Room and rear toilet block, Seedlings will not be using the forward space beyond the main corridor safeguarding door, except on arrival at 8.30am to deactivate the security alarm and to dispose of soiled nappies in the disabled toilet at the end of their afternoon session. The Seedlings School will exit the Hall via the rear entrance to the Oak Hall and Garden area. 	5	1	5	M

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					<p>COVID-19 or if they are self-isolating due to symptoms of COVID-19 in their household as per government guidelines.</p> <ul style="list-style-type: none"> • Soap is provided at all wash hand basins throughout the Hall. • Antibacterial gel will be freely available, situated in each kitchen and in the corridor, at entrances to the halls. • Employees, Trustees and users of hall will be advised to wash hands with soap regularly and thoroughly, for at least 20 seconds on entering and exiting the halls. • Employees, Trustees and users of hall will be advised to observe good respiratory hygiene, use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands and avoid touching mouth eyes and nose. 	<ul style="list-style-type: none"> • The Seedlings pre-school are fully responsible for their own Covid 19 controls in their setting area. Seedlings have supplied a sufficient risk assessment and management plan, for the implementation of Covid 19 mitigations and controls. This has been reviewed and accepted and aligns with the Covid 19 controls implemented by the Hall Trustees. It clearly illustrates the Covid 19 mitigations that Seedlings will employ. • As from 19th July 2021 (step 4 -roadmap out of lockdown) all limits on social contact have been removed, however the Trustees have identified an advisory limit on the maximum number of attendees in order to facilitate social distancing, particularly for more vulnerable people. All hirers will therefore not exceed a maximum of 100 persons during their hire. <p>Social distancing guidance is to be taken into account by all hirers in arranging their activities, in particular to facilitate social distancing for more vulnerable people and those not fully vaccinated.</p> <ul style="list-style-type: none"> • For informal gatherings and celebration parties (mainly at weekends), Maple and Oak halls will be combined 'as one hired space' which includes access to garden for ventilation and to facilitate social distancing • The main kitchen and rear kitchenette space will be open to all users. Those attending the hall should bring their own food and drink where possible eg. water bottles rather than prepare on the premises. Celebration parties are encouraged to use disposable crockery where possible to minimise use of shared equipment. Hirers must use their own tea towels. 				
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					<ul style="list-style-type: none">• Face coverings are advisable on arrival, when leaving and when in confined spaces such as corridors, toilets, kitchens and at more crowded events.• All hirers are encouraged to assist NHS Test and Trace by having a system for keeping a temporary record of who attends for 21 days and to provide that data to NHS Test and Trace if needed. (It is not compulsory for people to provide information but could help contain outbreaks.) Attendees are encouraged to use QR codes for test and trace found at front and rear main entrances.• Cleaning stations to be made available in each hall, including gloves, and antibacterial spray and paper towels/ wipes with a bin for disposal. Contractors to provide their own.• All contact areas including door handles, light switches (using cloths only on electrical fittings – do not use spray), tables, chairs, taps and other equipment used shall be cleaned by users / hirers before and after use.. A Cleaning 'Tick Chart' shall be completed by all hirers on arrival and departure to document this has been carried out effectively.• The roller hand towels and electric hand dryers in the toilets will not be available for use in accordance with Health England Covid 19 guidance. Paper towels will be provided in each toilet• The number of persons in hall toilets and store rooms will be limited to				
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						<p>2 persons at all times to maintain social distancing.</p> <ul style="list-style-type: none"> • The Trustees will be implementing a minimum gap of 15 minutes between any hirers / users bookings. It is essential that every hirer shall allow enough time to complete the necessary cleaning of surface areas before the end of the booking, fully protecting the 15 minute gap. • All users of the hall must exit swiftly at the end of their event and not linger after classes in halls or communal areas. Groups are absolutely not permitted to overrun, in order to facilitate smooth and timely change overs and reduce congestion • The Trustees will do everything possible to accommodate hirer / user bookings, but the requirement to manage social distancing has reduced the capacity within the Hall. The Trustees may only be able to offer hirers / users slots at different days / times to those previously enjoyed. Those booked may need to be changed / cancelled at any time if there is a COVID 19 incident or Gov't guidelines require the Trustees to tighten controls. Any booking accepted will be agreed on the basis that these changes may need to be implemented at any time without recourse to the Trustees. • Collection and drop off to the hall is advised to take place outside the building. Any attendees waiting for classes/groups to begin must wait outside of the building thus reducing congestion in the corridors, attendees are advised not enter until permitted to do so by their group leader, hirers are encouraged to take care when queuing to enter the hall • All furniture used must be cleaned after use and before stowing away. • Hirers must ensure that all of their own equipment used at the hall is cleaned before being stowed away in allocated store cupboard/ or ask their group members to bring their own equipment and avoid sharing it. No equipment shall be left at the hall if it cannot be stowed away in allocated storage cupboards • Users of the hall must limit skin contact with the floors, shoes or foot coverings must be worn at all times and mats used for floor based 				
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							exercise classes				
							<ul style="list-style-type: none"> The wall mounted air conditioning/heating units in the halls are designed only to re-circulate the air in the space, meaning they do not draw fresh air from outside. They can remain in operation as long as there is a supply of outdoor air and it is advisable to open the large sliding door during their use. Hirers need to assess if they wish to use them as part of their own risk assessment. A professional 1 x weekly clean will take place to all areas including all floors. Stay at home guidance and Covid-19 secure guidance to be displayed at entrances and in corridor. Staff/volunteers advised to wash outer clothes after cleaning duties. All Contractors shall only be granted access on a planned and managed basis - they will not be given access to any area of the Hall in use unless there is an emergency / failed equipment that requires immediate attention to sustain operations. If access is required clear communications will be confirmed ensure safe access before entry. If someone is taken unwell on the premises with suspected Covid 19 this must be reported to the bookings officer/ and or Trustees as soon as possible so that additional cleaning of the premises can be undertaken. All PPE and tissues used by suspected Covid 19 cases should be double bagged and stored securely for 72 hours before being disposed of into general rubbish waste. Other people who have attended the same activity should be asked for contact details and then leave the premises immediately. These details should be provided to NHS test and Trace if requested 				
Lack of awareness	Employees, Trustees and users of the hall	5	3	15	H	<ul style="list-style-type: none"> The latest government hand wash campaign posters will be displayed in the toilet and kitchen areas and in suitable places around the hall. Employees, Trustees 	<ul style="list-style-type: none"> All employees, trustees and users of the hall will be briefed in regards to how the hall will operate in the current situation, all hirers of the hall will be required to sign that they agree to special conditions of hire during Covid 19 	5	1	5	M

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						<p>and users of the hall will be informed of their responsibilities in advance of the hall re-opening.</p> <ul style="list-style-type: none">• All regular users of the hall will be advised to carry out their own COVID-19 risk assessments.• The hall will display certification that premises comply with COVID-19 secure guidelines• The hall Trustees will continually adopt and review new government / WHO guidance as and when it is available.					
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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
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<p>Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>
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Additional comments:

1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document