

COVID-19 Risk Assessment for Adderbury Parish Institute - September 2020 v3 FINAL

1. This COVID-19 Risk Assessment will be reviewed in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. Adderbury Parish Institute cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on this document. 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.
Hall Manager	As part of booking process accepting cash or cheque payments or deposits risks virus transfer on items.	All payments must now be made online using a credit card or bacs transfer.	Allowance must be made for increased lead time. Hall Manager to Treasurer with Treasurer for any direct bank payment confirmation and refund requirements. Booking system upgrade to be implemented for automated handling.
Hall Manager, Users	Issuing door entry fobs risks face to face virus transfer, transfer on fobs, and introduces visitors to Hall Manager's home.	Fobs should be cleaned before issue and placed in a sealed envelopes. Fobs should be posted or collection arranged from external collection point without a need to visit Hall Manager's home.	Hall Manager will have a safe / secure area for collection of fobs at her house. All regular users have their own fobs. Hall Manager to seek reimbursement for any postage costs in the normal manner.

Hall Manager	Returned fobs at end of booking left may be infected.	Returned fobs should be quarantened for at least 72 hours before being touched. Fobs will then be sanitised. Fobs should be left in the Institute post box, not returned to the Hall Manager. The Institute post box needs to be regularly sanitised.	We have enough fobs but can order more if required. Hall Manager will include advice to users as to what to do with their fob after a booking.
Everyone	Bookings without suitable time between do not allow for cleaning and thereby increase risk of virus being left on surfaces.	Bookings to be limited to one per day to allow access for Hall Manager to clean between bookings.	Bookings system parameters will be amended to reflect this change.
Everyone	Users who do not comply with official guidance and Institute usage rules could put others at risk.	Booking organisers must create a full risk assessment for their event and this will be submitted to the Hall Manager for Institute Committee approval before an event is permitted. Booking organisers to declare they (and where possible others intending to visit the Institute during their visit) are in good health. If using seating and tables a plan must be included with the Risk Assessment to demonstrate maintaining social distancing (currently 2metres, or 1metre with risk mitigation where 2metres is not viable).	Hall Manager to add risk assessment requirement to her booking processes. Standard declaration to be sent to users for confirmation before access allowed.

<p>Hall Manager, committee (if required to cover), users</p>	<p>Cleaning: Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with COVID-19 on the premises.</p>	<p>Stay at home guidance if unwell at entrance and in all rooms. Hall Manager and committee provided with protective overalls and plastic or rubber gloves. Users advised provide their own protective overalls and plastic or rubber gloves. Users told all rubbish must be emptied from internal bins, placed in black sacks and disposed of in the waste collection bin at the rear of the building. In the event that the rear collection bins are full users must take their rubbish home. All advised to wash outer clothes after cleaning duties. Public Health England guidance made available and PPE for use in the event deep cleaning is required.</p>	<p>Stay At Home guidance notes to display. General sanitising to include all fixed surfaces, all light and electric switches, taps, door handles/plates, letterbox, toilets, etc. Cloths should be used on light switches and electrical appliances rather than spray disinfectants. Supplies required: overalls, gloves, face masks, shields, liquid and spray disinfectant, cloths, bin bags. All potential COVID-19 infected items to be doubled bagged. User instructions near all bins. Guidance notes from Public Health England.</p>
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<p>Contractors, committee, Hall Manager</p>	<p>Building Maintenance Working on surfaces infected by people carrying the virus. Bringing the virus in the building. Disposing of rubbish containing infected items.</p>	<p>Stay at home guidance if unwell at entrance and in all rooms. Hall Manager and committee provided with protective overalls and plastic or rubber gloves. Users advised provide their own protective overalls and plastic or rubber gloves. Track and Trace lists maintained of all those entering the building. General advice that all surfaces must be treated as if contaminated and therefore cleaned to ensure personal safety. All rubbish must be emptied from internal bins, placed in black sacks and disposed of in the waste collection bin at the rear of the building. In the event that the rear collection bins are full users must take their rubbish home.</p>	<p>Stay At Home guidance notes to be displayed. Track and Trace management to be overseen by Hall Manager.</p>
<p>Committee, Hall Manager, contractors</p>	<p>Those at risk: Anyone who is either extremely vulnerable or over 70. Those 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 new situation.</p>	<p>Those in the vulnerable categories are advised to not visit the building. Committee meetings to be held remotely via technology rather than in the building. Written checklist of cleaning completed by Institute showing date and time on display in all areas. Chairman to offer confidential path for those with concerns to raise them with him directly.</p>	<p>Stay At Home guidance notes to be displayed. Check technology is available to all. Cleaning checklists to be introduced around the building. Chairman to write to all affected.</p>

<p>Front of building</p>	<p>Need to allow for social distancing as people approach the building; allowance for queueing to avoid congestion in entrance hall. Potential virus transfer point on door handle.</p>	<p>Front area of the building must be kept clear so socially distanced queues can be safely maintained off the road. A method of marking spaced queue lines must be available. Notices at front of building. Users to provide front of house management and to identify this in their risk assesment. Door to be left open where possible to avoid need to touch handle. Hand sanitiser to be available immediately on entering the building. Option to use as entrance only, however if used as entrance and exit flow must be controlled by so that those exiting are given priority and remain socially distanced from those waiting to enter.</p>	<p>Users to be notified area in front of building must be kept clear. 2m spacing painted markers for approach. No parking in front of building notices. Users to be notified and must supply their own risk assesment to demonstrate their ability to manage this area. Hand sanitiser point to be installed inside door.</p>
<p>Rear of building - potential exit route</p>	<p>Accessed via back room which can be narrow if chairs and tables stored there. Steps only - no ramp. Rail for steps part of door, but door can not be locked in place. Not suitable for disabled people. Gates exit directly onto main road path with narrow pinch point path. Multiple touch points requiring sanitising. Means passing anyone using back room.</p>	<p>To be used as emergency exit route or as a controlled exit point, supervised by a responsible person.</p>	

<p>Rear of building - garden</p>	<p>Accessed via back room which can be narrow if chairs and tables stored there. Steps only - no ramp. Rail for steps part of door, but door can not be locked in place. Not suitable for disabled people. Gates exit directly onto main road path with narrow pinch point path. Multiple touch points requiring sanitising. Means passing anyone using back room.</p>	<p>To ensure social distancing entry access via back room, which must not be in use for anything else. Exit access via gate onto main road path. Doors from main hall and rear door to be fixed in open position to avoid need to touch. Hand rail for steps to garden on door - sanitising point needed at this point. Maximum ten people in garden unless government guidance sets a lower limit at the time of the booking. Signs noting no disabled access. Users to mitigate against dangers of exiting onto main road path. Cleaning of handle rail, door stop, door catch, door handles, emergency exit bar to be completed by users and Hall Manager between bookings.</p>	<p>Sanitising point required at rear door. No disabled access signs. Hook / catch required to hold rear door open. Hand rail, door stop and door hook to be noted as additional cleaning requirements. Safety notices to be displayed warning about dangerous road.</p>
<p>Front entrance hall</p>	<p>Possible "pinch point" and busy area where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Needs management by supervising user to avoid people meeting. Door handles and light switches to be cleaned regularly by users and Hall Manager between bookings.. Hand sanitiser to be provided. Users should be asked to put on face masks before entering the building for all public events. Track and Trace lists must be maintained for anyone entering the building.</p>	<p>Hand sanitiser point needed. Provide bins in entrance hall. Users must implement and operate Track and Trace.</p>

Toilet corridor	Pinch point and potentially busy past disabled toilet. Door handles, light switches in frequent use.	<p>Only one person at a time allowed into the toilet area.</p> <p>Engaged / vacant sign needed to show usage.</p> <p>Bin for tissues used to touch engaged / vacant sign.</p> <p>Managed by person suopervising entrance hall.</p> <p>Switches, handles, etc to be cleaned regularly by users and Hall Manager between bookings.</p>	Vacant / engaged sign and waste bin to be purchased and installed.
Toilets - non disabled	Small area where social distancing not possible. Exits onto very narrow corridor. Door handles, light switches, taps and toilets.	<p>One person use at a time.</p> <p>Santisier to be available.</p> <p>Wash your hands notes.</p> <p>Note to take hand tissue to reset engaged / vacant sign.</p> <p>Switches, handles, etc to be cleaned regularly by users and Hall Manager between bookings.</p>	Hand sanitiser point. Note to user with regards engaged / vacant sign. Notes for display on washing your hands and vacant / engaged signage.
Toilet - disabled	Potential pinch-point exiting to corridor. Door handles, light switches, taps and toilets.	<p>Santisier to be available.</p> <p>Switches, handles, etc to be cleaned regularly by users and Hall Manager between bookings.</p>	Hand sanitiser point.
Hall Manager's cupboard	Door handle. (Cupboard only used by Hall Manager)	Handle to to regularly cleaned by Hall Manager.	

Main Hall	Possible COVID contamination on door handles, light switches, electric points, window catches and double glazing, window curtains and open/close chords, pin boards. Social distancing to be observed	<p>Door handles, light switches, window catches and other equipment used to be cleaned by users and Hall Manager between bookings.</p> <p>Sanitiser to be left on window cills be curtain pulleys.</p> <p>Maximum number in the room limited to 30 unless a lower limit is set by current government guidelines in which case the lower limit will apply.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Posters promoting social distancing and users to be encouraged to wash hands regularly.</p> <p>Where possible open doors and windows to allow air flow through building.</p> <p>All pins to be removed from pin boards and users notified to bring (and remove) their own.</p> <p>Face masks to be mandatory for all public events and as deemed a requirement within current government rules.</p>	Hand sanitiser points on each window ledge next to curtain pulley. Social distancing posters for display. Maximum occupancy posters. Face mask requirement posters.
Balcony stairs	Social distancing difficult on two way stairs and leading to pinch-point entrance hall.	Balcony stairs to be closed with no general access available.	Access to be taped off. "This area is closed" notices.
Main hall balcony	Social distancing difficult with only one entry/exit route. Potential to contaminate those below over open balcony.	Balcony access to be closed for general access.	"This area is closed" notices.

<p>Back room</p>	<p>Possible contamination of door handles, light switches, window catches, tables, chair backs and arms and trolleys. Soft furnishings which cannot be readily cleaned between use as fabric would be damaged.</p>	<p>Door handles, light switches, window catches and other equipment used to be cleaned by Hall Manager between bookings and hirers before using the area. Tables, chair hard areas and trolleys to be cleaned before and after use. Disposable gloves to be worn when moving furniture. Use of chairs with soft fabric to be rotated to allow of "out of use" time.</p>	<p>Provide hand sanitiser point. Users to provide gloves and cleaning aids. Bin required for disposable gloves. Notes required to attach to soft chairs showing "last use". Clearly defined areas to differentiate between furniture usage at different events.</p>
<p>Small upstairs meeting room</p>	<p>Social distancing more difficult in smaller area. Contamination possible on door and window handles, switches, chair backs and arms, table and cupboard doors.</p>	<p>Area to be out of use, except for access to cupboards by one person at a time.</p>	<p>"No access" signs</p>
<p>Rear stairs</p>	<p>Very small staircase where social distancing not possible.</p>	<p>Area out of use apart from for access to upstairs cupboards by one person at a time.</p>	<p>"No access" signs</p>

Kitchen	<p>Social distancing difficult Contamination possible on door and window lever handles, light switches, working surfaces, sinks cupboard and drawer handles, fridge freezer, crockery and cutlery, hot water boiler and dishwasher.</p>	<p>Limit of one person in the kitchen at any time. No access to crocery and cutlery: disposable paper cups and plastic spoons to be provided for drinks instead. No food to be prepared on site. No food to be served for consumption on site at public events. Those serving at public events in the kitchen to be wearing gloves and masks. No food or equipment to be left in the building. All surfaces, switches and controls to be thoroughly cleaned and sanitised before, during and after use.</p>	<p>Cleaning materials to be made available in clearly identified location. Restricted access note. Supply of cups and spoons to be made available as required for each user with main supply safely stored.</p>
Kitchen side room	<p>Very small area where social distancing not possible. Area has been used by some users to store their items, which risks contamination.</p>	<p>Area to be sealed off. Users asked to take items with them and not leave them in the building.</p>	<p>"No access" sign</p>