

Premises:  
Deverell Hall, London Road,  
Purbrook, Waterlooville, PO7 5JU

# COVID-19 Risk Assessment

Date Assessment Completed:

12<sup>th</sup> June 2020

Suggested Review Date:

1<sup>st</sup> February 2021

## Introduction (COVID-19 RISK ASSESSMENT):

The Trustees and Management Committee decided to do a COVID-19 risk assessment of Deverell Hall to control the risks to people who use the Hall and are involved in its maintenance and upkeep.

The Trustees and Management Committee does not have a legal requirement to record the findings of this risk assessment as fewer than five people work at the Hall. Much of the repair and maintenance work at the Hall is done by self-employed contractors, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

However, the Trustees and Management Committee decided that there are sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they are brought to the attention of those working or holding an event in the Hall.

The Bookings Secretary of the Management Committee carried out the risk assessment, with support and input from The Secretary, The Treasurer, and Preschool Manager.

## IMPORTANT – IF YOU HAVE HAD A TEST AND HAVE CORONAVIRUS (COVID-19)

Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the hall due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household.

You should notify us immediately if you been tested AND you have Coronavirus.

## How was the risk assessment done?

The Bookings Secretary followed the guidance online from official Government Notices, Action with Communities in Rural England (ACRE) and from various publications for other similar business users.

### **We have recorded the following -**

1. Identify the potential hazards/issues/risk;
2. Who may be harmed, and how;
3. What precautions has the Hall already taken;
4. What further action (if any) might be necessary or could be helpful to reducing risk;
5. Date completed or on-going, in progress. No further action indicates no immediate action is required. Recommendations are for revision only, and DO NOT INDICATE a failure to comply or meet standards, regulations and/or legal requirements.

<b>COVID-19 RISK:</b>	<b>STAFF, CONTRACTORS &amp; VOLUNTEERS</b>
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What are the hazards?	Risk identified	Actions to take to mitigate risk	Notes	Completed? On-going? Date if applicable
<p><b>Staff, contractors and volunteers</b></p> <p>Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with COVID-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves.</p> <p>Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning.</p> <p>For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p> <p>Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>	12/06/2020
<p><b>Staff, contractors and volunteers</b></p> <p>Consider, and think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers 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.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss the on-going 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.</p> <p>Provide screen for any reception office (if applicable).</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns</p>	12/06/2020

<b>COVID-19 RISK:</b>	<b>CAR PARKING AREA, PATHWAYS, ENTRANCE &amp; LOBBY</b>
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<b>What are the hazards?</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>	<b>Completed? On-going? Date if applicable</b>
<b>Car Park/paths/patio/exterior areas</b>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues, gloves or potential clinical waste.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape or painted lines to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. Tissues.</p> <p>Wear disposable plastic gloves, remove possible contaminated materials. Hall hirers to pay for clinical waste disposal or additional cleaning if required.</p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p> <p>If waste is found that has been carelessly left, hirers may have to pay additional charges for safe disposal.</p>	12/06/2020
<b>Entrance hall/lobby/corridors</b>	<p>Possible "pinch points" and busy areas where risk could be increased where social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area.</p> <p>Create one-way system if practical, and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p> <p>Preschool responsible for their own additional precautions.</p>	12/06/2020

<b>COVID-19 RISK:</b>	<b>Main Hall, Lower Room &amp; Upstairs Conference Room</b>
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<b>What are the hazards?</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>	<b>Completed? On-going? Date if applicable</b>
<b>Main Hall</b>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>	12/06/2020
<b>Upstairs Room/Lower Room</b>	<p>Social distancing more difficult in smaller areas.</p> <p>Door and window handles Light switches Tables, chair backs and arms.</p> <p>Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. If not limit these rooms to a lower number of people.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p> <p>Wipe shared copier etc.</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p> <p>May provide a "kettle point" to avoid two groups using the same kitchen.</p>	12/06/2020

<b>COVID-19 RISK:</b>	<b>GROUND FLOOR – Kitchen &amp; Store Cupboards</b>
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What are the hazards?	Risk identified	Actions to take to mitigate risk	Notes	Completed? On-going? Date if applicable
<b>Kitchen</b>	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 provided.  Consider encouraging hirers to bring their own Food and Drink for the time being.	Cleaning materials to be made available in clearly identified location –  e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.  Consider closing kitchen if not required or restricting access.	12/06/2020
<b>Store Cupboards</b>	Social distancing not possible.  Door handles, light switches.	Public access unlikely to be required.  Cleaner to decide frequency of cleaning.		12/06/2020

<b>COVID-19 RISK:</b>	<b>Toilets, Stage &amp; Event Access</b>
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<b>What are the hazards?</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>	<b>Completed? On-going? Date if applicable</b>
<b>Toilets</b>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use would be door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</p> <p>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>	12/06/2020
<b>Stage &amp; Events</b>	<p>Curtains</p> <p>Social distancing</p> <p>Lighting and sound controls</p> <p>Handling cash and tickets</p> <p>Too many people arrive</p>	<p>Consider removal of stage curtains or tying back out of reach.</p> <p>Hirer to control access and clean as required.</p> <p>Organisers arrange online systems and cashless payments as far as possible.</p> <p>For performances seats to be limited, booked in advance, 2 seats between individuals or households.</p>		12/06/2020

<b>COVID-19 RISK:</b>	<b>APPRAISAL</b>
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**OVERALL RISK CATEGORY –**

Please mark as one of the following:

**1. LOW**

Low risk to life, property or persons;

**2. MEDIUM**

Medium risk – some aspects may pose a medium risk to life, property or persons;

**3. HIGH**

High risk indicates a need for changes – there are aspects which could pose dangerous to life, property or persons.

**THE OVERALL RISK CATEGORY ASSOCIATED WITH –**  
DEVERELL HALL is considered to be:

**LOW**