

Ss

BVHT Covid-19 Risk Assessment for Re-opening of the Village Hall

Date/Version: 26 June 2020, v.2

Risk Assessment – Bramley Village Hall: RESPONSE TO COVID-19

Venue – Bramley Village Hall, The Street, Bramley, Hants RG26 5BP

As a response to the Covid-19 Pandemic and in keeping with Government regulations, Bramley Village Hall was closed on 23 March 2020, apart from Little Apples Nursery which continued to provide childcare facilities for key-workers. Since the end of March, a cleaning service has been maintained by our Caretaker, with the frequency of visits increasing in line with the additional operating hours of the nursery.

The Government announced on 23 June 2020 that community facilities may re-open from 4 July 2020. This risk assessment is necessary to consider if it is safe to open, and which groups will be safe/eligible to hire and on what basis.

The Government still expects people to observe the 2m rule and only drop to 1m when circumstances permit safe use of space or mitigating measures are in place to reduce the likelihood of infection. Bramley Village Hall will continue to adhere to the 2m rule as a policy and will recommend that users adopt a 1m rule if they can put additional safety measures in place; we will review this policy in September. (The Little Apples Nursery will be exempt from this policy).

Water supply and toilet functions were utilised on a daily basis after 23 March and there are no grounds to consider legionella testing necessary. Fire alarm testing has been carried out monthly. Pre-Opening, a deep clean of all rooms will be required and garden maintenance will resume.

Hiring going forward will be based on risk management and the ability of the Hall to provide the safest possible environment and the hirer to have control measures in place to keep their guests safe whilst in the centre. It is for us to make decisions regarding our own groups bearing in mind the government guidance for vulnerable groups, social distancing and any other consideration. Hirers will be responsible for providing their own PPE, cleaning materials and rubbish bags and will make own decisions based on good practice. The Village Hall will not be held responsible for the actions of hirers within their own groups.

It is believed that it will be necessary to complete this risk assessment and compare it alongside the risk assessment of hirers and ascertain the control measures which are necessary should the hirer reasonably be able to meet the required social distancing and hygiene practices. We will also set out the key responsibilities of each party to ensure all good practices are done and in good time.

This risk assessment will be reviewed weekly by the Chairman, the H&S Officer and the Bookings Manager and amendments will be made, confirmed with the Trustees and will be made available on the notice board in the Village Hall and on our website.

RISK ASSESSMENT

Likelihood – 1 low/5 high

Residual Risk – 1 low/5 high

Item	Hazard	Who may be harmed	Likelihood	Consequence	Control Measures/Mitigations
1	Use of BVH furniture and equipment. These provide opportunity for spread of virus.	Trustees, employees and users/hirers	3	Spread of disease within the community	Cleaning regime by users. At the end of their hire, hirers will be required to clean down chairs, tables and any other equipment used during their hire using anti-bacterial spray, this will include cleaning door handles. Residual risk level 2.
2	Use of equipment belonging to user groups stored in the Hall. These provide opportunity for spread of virus.	Trustees, employees and users/hirers	3	Spread of disease within the community.	Before returning equipment to storage areas or removal from BVH, users will be required to clean any equipment used during their hire using anti-bacterial spray. Residual risk level 2.
3	Use of kitchen space. The kitchen is an area	Trustees, employees and	3	Spread of disease within the	Minimise use of kitchen space by users, only where necessary e.g.

	where the surfaces will harbour the virus as will all the cutlery, crockery and glasses. These provide opportunity for spread of virus.	users/hirers		community.	nursery. Users must thoroughly wash all crockery and utensils and clean down work areas with anti-bacterial spray. Residual risk level 2.
4	Adherence to social distancing. These provide opportunity to reduce spread of virus.	Trustees, employees and users/hirers	3	Spread of disease within the community.	Discourage congregation by users in entry and common areas. Use signage to remind of social distancing rules and mark out 2m spaces in entry/reception and toilet areas. Residual risk level 2.
5	Opening and closing practices. Beginning and end of day practices are sufficient for normal times, with the increased risk of Covid-19 transmission there is risk of the virus remaining active overnight.	Trustees, employees and users/hirers	3	Spread of disease within the community.	All current opening and closing procedures will apply. In addition, a cleaning schedule must be adhered to prior to any member of the public gaining access to and before locking up the building as well between each hire. Hirers will be asked to assist with sanitising the equipment they use during their hire This cleaning schedule includes common transmission areas such as door handles, worktops, tables and chairs. Residual risk level 2.
6	Room capacity currently does not take	Trustees, employees and	3	Spread of disease within the	In order to reduce numbers, the capacity of the rooms will be capped

	into consideration social distancing practices. These provide opportunity for spread of virus.	users/hirers		community.	to allow for the 2m social distancing guideline. Main Hall – 7.9m x 16.4 m = 129.5 sqm, (not including the Stage – 4.4 m x 6.4 m = 28.1 sqm). Capacity 32 Bramley Room – 8.2 m x 8.5 m = 69.7 sqm. Capacity 17 Frith Room – 5.6 m x 5.8 m = 32.5 sqm (not including the section leading from door into room). Capacity 8 Committee Room – 6.3 m x 6.2 m = 39 sqm. Capacity 9 Residual risk level - 1
7	Access control. High footfall limits the opportunity to social distance effectively. These provide opportunity for spread of virus.	Trustees, employees and users/hirers	3	Spread of disease within the community.	User to be made aware of capacity limits under social distancing and manage arrivals. Access points and common areas will have 2 m gap floor markings and signage to remind users Residual risk level - 2
8	Pinch point: Main entry and reception area. These provide opportunity for spread of virus.	Trustees, employees and users/hirers	3	Spread of disease within the community.	Access points and common areas will have 2 m gap floor markings and signage to remind users. Residual risk level - 2
9	Pinch point: Toilet access. These provide	Trustees, employees and	3	Spread of disease within the	Access points to the toilet corridor will have 2 m gap floor markings and

	opportunity for spread of virus.	users/hirers		community.	signage to remind users not to enter corridor until space is vacant and to give way to users vacating toilets. Residual risk level - 2
10	Pinch point: kitchen access. These provide opportunity for spread of virus.	Trustees, employees and users/hirers	3	Spread of disease within the community.	Access points and common areas will have 2 m gap floor markings and signage to remind users. Residual risk level - 2
11	Little Apples Nursey access.	Trustees, employees and users/hirers	2	Spread of disease within the community.	Pre-existing segregation rules for Little Apples will reduce risk; their space is not shared with other users during working hours. Cleaning regime to reduce risk of infection prior to other users gaining access. Residual risk 1
12	Communal Space Visitors can congregate in communal areas, including entry/reception; this will increase the opportunity for virus spread as social distancing is not adhered to.	Trustees, employees and users/hirers	3	Spread of disease within the community.	Visitors will not be allowed to congregate, wait for children or family members in the communal areas. Residual risk level - 1
13	External Space Visitors can congregate outside the main	Trustees, employees and users/hirers	2	Spread of disease within the community.	Visitors will be reminded of social distancing rules in outside spaces and discouraged from

	entrance and in the car park; this will increase the opportunity for virus spread as social distancing is not adhered to.				congregating while waiting for children or family members. The nursery garden will remain off-limits to non-nursery staff and children. Residual risk level - 1
14	Hirers behaviour Groups in the rooms – the Hall has very little influence over the conduct of hirers whilst in the room. These provide opportunity for spread of virus.	Trustees, employees and users/hirers	3	Spread of disease within the community.	Social distancing will therefore need to be overseen by the hirer. Risk assessment by the hirer must include the methods they will use to ensure social distancing happens within their group. Residual risk level - 1
15	Disabled toilet, baby change and hand basin are areas where the virus can remain.	Trustees, employees and users/hirers	3	Spread of disease within the community.	Use of these facilities are limited to one family unit at a time naturally. Users take appropriate hygiene measures before and after using the facility. Residual risk level - 1
16	Rubbish and handling of rubbish can provide cross contamination opportunities. These provide opportunity for spread of virus.	Trustees, employees and users/hirers	2	Spread of disease within the community.	Rubbish will be removed by the hirer at the end of the hire. Rubbish must be bagged and closed/sealed and deposited in the commercial waste bin. Users should use hand sanitiser after doing so. Residual risk level - 1
17	General practice.	Trustees,	3	Spread of disease	All are required to wash hands often,

	Efforts to reduce the spread of virus.	employees and users/hirers		within the community.	use hand sanitiser, catch, bin and kill sneezes. Residual risk level - 2
18	Signage. Efforts to reduce the spread of virus.	Trustees, employees and users/hirers	2	Spread of disease within the community.	Create/encourage awareness. Appropriate signage including PHE requirements as well as signposts to assistance and information will be displayed throughout the Hall. Residual risk level - 1