

## **Gaskell Hall COVID-19 Risk Assessment for re-opening – May 2021– Version 4**

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance).

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated 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. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. 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	Further controls necessary?	By Whom/ Date
<p><b>Caretaker, contractors and Committee</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed and reducing it to an acceptable level.</p>	<p>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 being in the hall.</p>	<p><b>Stay at home guidance if unwell poster, in Foyer, in Main Hall and Green Room. Trace and Trace QR code displayed.</b> <b>Protective overalls and plastic or rubber gloves available for Caretaker and Committee.</b> <b>Contractors provide their own.</b> <b>Persons advised to wash outer clothes after cleaning duties.</b></p>	<p>Committee 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.</p>	<p>LH  DH</p>
<p><b>Caretaker, contractors and Committee</b>– think about who could be at risk and the likelihood of being exposed.</p>	<p>Caretaker/ Committee who are either extremely vulnerable or over 70. 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><b>Caretaker/ Committee in the vulnerable category are advised not to attend work for the time being or follow social distancing and wear mask.</b> <b>Discuss situation with caretaker/committee 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.</b> <b>Talk with caretaker/committee regularly to see if arrangements are working.</b></p>	<p>Caretaker/ Committee will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of caretaker/committee having any medical condition must be kept confidential, unless the caretaker/committee agrees it can be shared.</p> <p>It is important that they know they can raise concerns, via the Booking Secretary.</p>	<p>LH  LH</p>

Area or People at Risk	Risk Identified	Actions to take to mitigate risk	Further controls necessary?	By Whom/ Date
<p>Social distancing requirements and limit on group sizes of 6 or 2 households.</p> <p>Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of <math>\leq 6</math>.</p>	<p><b>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.</b></p> <p><b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b></p>	<p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>	<p>Hirer</p>
<p>Entry and Exit of Building</p>	<p>Hard to maintain social distancing when people are coming in and out of same door.</p>	<p><b>Only 1 person from User group to enter by Green Room door, to open up and log details on paperwork provided. Hand Sanitiser upon entry.</b></p> <p><b>One way system for the hall, entry by foyer, exit by side door/Green Room door for persons attending.</b></p> <p><b>Green Room Hirer to co-ordinate persons in and out of building.</b></p>	<p>Any disabled persons wanting to use the Green Room have to enter by foyer. "Clean as you go" to be actioned.</p> <p>If lift is used, extra cleaning measure required by Hirer, inform of Caretaker of use.</p>	<p>Hirer</p>

Ventilation	Handling of door latches and door handles. Flow of air being restricted.	Ventilation into the building should be optimised to ensure the maximum fresh air supply is provided to all areas of the facility wherever possible. Keeping doors and windows open if possible.	Fire doors are to be kept as fire doors and not propped open.	Hirer / DH
Car Park/Paths/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.	<b>Patrons to maintain social distancing according to current guidelines, reminder signs attached to walkway.</b> <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b> <b>Wear plastic gloves and remove.</b>	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 in place. Provide plastic gloves inside hall in Covid first aid box.	DH
Foyer/Section between hall and Green Room / Lift Area	Possible "pinch points" and busy areas, where the risk is social distancing, cannot be observed in a confined area. Door handles, light switches in frequent use.	<b>Identify "pinch points" and busy areas. Ticket office available for use for payment, 1 bubble in foyer at a time. Create one-way system and provide signage on walls, including track and trace code.</b> <b>Door handles, window latches and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided inside the building at strategic points.</b>	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.	DH

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Main Hall -	Door handles, light switches, window catches, tables, radiators, chair backs and arms.	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers whilst using the space.</b>	Music box and lighting box for not in use without prior agreement, as hard to clean without potential damage to electrics.	DH
Main Hall	Soft furnishings which cannot be readily cleaned between uses. Excluding chairs – see below Projection equipment. Screen. Blinds, Commemorative photos, displays.	<b>Clean before use or by hall caretaker. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b>	Consider removing blinds and any other items which are more difficult to clean and likely to be touched by the public. Add blind pull to cleaning list. Provide hand sanitiser.	DH

Upholstered Seating / Chairs	Virus may remain on fabric. Cannot readily be cleaned between uses. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently. Hirers gaining access to store room access spare furniture	<b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Disinfectant dry spray provide by the hall to spray on fabric on chairs for Hirers. Caretaker can use Fogging Machine. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</b>	Only allow the use of extra cushions if 72 hours before next booking.  Store room will be locked. Hirers must inform caretaker of correct amount of furniture required in advance.	DH
Green Room	Social distancing more difficult in smaller areas. Door and window handles, light switches, pictures on walls, curtains, radiators, tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	<b>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 use or by caretaker. Rooms with carpeted floors not hired for keep fit type classes.</b>	Consider closing, only hiring as possible overflow for activities when more attend than expected. Green Room users to only use Green Room kitchen facilities not the main hall kitchen.	Hirer or DH

Rigby Kitchen ( main hall)	<p>Social distancing more difficult,  Door and window handles, light switches,  Work surfaces, sinks  cupboard/drawer handles.  Fridge/freezer  Crockery/cutlery /boxes  Kettle/hot water boiler  Cooker/Microwave  Instanta</p>	<p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, max number 2 or up to 5 if in same bubble. Hirers to clean all areas likely to be used before use, Wash, dry and stow crockery and cutlery after use.</b></p> <p><b>Hirers to bring own tea towels and dishcloths, to be taken home after use. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own food and drink for the time being. Hirers wishing to supply food must read and comply with current Government Covid Guidelines for this action.</b></p>	<p>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.</p>	
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Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide Frequency of cleaning.</b>	Bolt and lock to be purchased for store room, padlocks and signs for music and lighting box.	DH
Storage Rooms (furniture/equipment/ under stage)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Hirer to control accessing and stowing small tables in main hall to encourage Social distancing. Equipment to be left out any equipment used for cleaning.</b>	Consider whether re-arrangement or additional trolleys will facilitate social distancing.	
Toilets	Social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean within booking time. Caretaker will have precleaned for Covid, or 72 hours from last booking. Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished for each booking. Hand dryers de activated to avoid droplet spreading.	DH

				<b>By Whom/Date</b>
Boiler Room	Door handle, light switch Social distancing not possible	<b>Public access denied. Only certified workmen allowed. Caretaker to decide frequency of cleaning.</b>		DH
Stage	Curtains. Social distancing, no clear entry and exit pathway. Lighting and sound controls.	<b>Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.</b>	As live performances can happen with actors forward facing, social distancing needs to be adhered to, unless in same bubble. Current guidelines must be adhered to.	Players / Actors
Control Room	Pinch point, as only one entry way. Lighting and sound equipment and controls.	<b>Only two persons allowed in area at one time, "clean as you leave", in place.</b>	To be reviewed once live performance resume.	Players
Events	Handling cash and tickets Too many people arrive.	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Cash payments/donations to be handled by one individual and hand sanitise between transactions. Ticket office provided for safety.</b>	See National Rural Touring Forum guidance, Section 2.6 and current Government Covid – 19 Guidelines on entertainment.	Hirer

Table service.	Groups of guests mingling, no mask wearing before seated. Safety of volunteers serving refreshments.	<b>Hirer must check current guidelines on regulations. At time of writing guest must wear a mask till seated at table, must stay seated unless visiting bathroom or leaving.</b>	Spare masks available for those who forget. Guests asked to leave if they do not follow guidelines.	
Track and Trace	Safe guarding of personal information after activity is complete and safe disposal after designated storage time. Handling of pens and paper.	<b>Hirer must check current guidelines regularly, to stay up to date. Each guest to use NHS Track and Trace App and QR code or complete paperwork. Pens must be clean before use, and cleaned after use or left 72 hours.</b>	When hosting an event serving food or drink hospitality guidelines must be followed. Venues must also refuse entry to those who refuse to participate to give details.	Hirer