

# Victoria Hall Charity Opening Arrangements Risk Assessment

14th August 2020

## 1. Introduction

The aim of this risk assessment is to ensure that all users of the VHC complex comply with the required updated COVID 19 legislation.

## 2. Risk Assessment

This RA is for hirers who use any of the halls or meeting rooms, and the Parish Council using their offices. The Hall Hirers and PC must comply with this RA

When VHC arrange their own events then this RA will either be updated or a separate RA will be produced

This RA is based on current knowledge of legislation and will be updated if and when legislation changes.

As it stands at the present the legislation requires that a face mask should be worn when in the foyer area.

## 3. Capacity of the halls

The approximate capacity of the halls is limited to that stated below. However this will be dependent upon the activity being carried out by the Hall Hirers as some may well be less.

Victoria Hall	35
Jubilee Hall	24
Appleton Hall	16
Edward Hall	10
Lady Kaye	6

## 4. Responsibilities

The Parish Council are responsible for their COVID 19 arrangements for the stairs, from foot to top, and the use of their first floor Parish Council offices.

The Hall Hirers are responsible for their own arrangements within their allotted hall and must:-

- 1) comply with the current COVID 19 legislation
- 2) comply with their own governing body arrangements
- 3) comply with this RA.

## 5. Principles

5.1. The Jubilee Hall is being used by one Hall Hirer per session, so access to and from the Jubilee Hall is along the outside footpath from the car park. The main entrance door is used for both entry and exit to the hall.

5.2. The Appleton Hall is only being used by Montessori school who operate their own RA. Access into and exit from the hall will be via the outside door. The inside door, into the foyer, is locked.

5.3. Caretakers will not set up, nor remove, any chairs and tables, or other equipment, for the Hall Hirers unless payment is made specifically for them to do so.

5.4. All new fabric chairs are stored away and only the old green chairs are used.

5.5. Any person developing COVID 19 symptoms will be required to go home immediately.

5.6. All taps within the VHC complex have been turned on and flushed for a minimum of 5mins before opening and every week thereafter.

Topic	Hazard	Mitigating Action	Responsibility
<b>General Arrangements</b>			
COVID 19 Notices	People with COVID 19 symptoms enter the building	COVID 19 notices are displayed at the main entrance and at the outside entrance to Jubilee and Appleton Halls	VHC
	Infecting others	Staying 2m apart notices are displayed at the main entrance and at the outside entrance to Jubilee and Appleton Halls	VHC
	Cross infection	Face masks should be worn in the foyer area	Hall Hirers All persons
		Hand washing notices are displayed at the entrance to the main building and also Jubilee and Appleton Halls, also at the entrance to the toilets	VHC
		All persons must comply with these notices	Hall Hirers All persons
One way	People in close contact	Arrows are clearly displayed on the floors or walls showing a one-way flow of people to avoid unnecessary contact (refer to the appendix for the map)	VHC
		All persons must comply with these directional arrows	Hall Hirers All persons
Pinch Points	People trying to pass down a narrow part	Notices that identify pinch points are displayed at the identified locations on the attached map, these notices identify who has priority	VHC
		All persons must comply with these pinch point notices	Hall Hirers All persons
Sanitising stations	Hands are not clean	Sanitising stations are set up at the main entrance to the building, the outside entrance to both the Jubilee and	VHC

		Appleton Halls, and also at the internal entrances to the Victoria and Edward Halls, Lady Kaye and at the foot of the stairs to the PC offices. The stations consist of sanitising hand gel, roll of paper towels and a bin.	
		All persons must sanitise their hands upon entry to the building and also to any of the halls and upon leaving the toilets.	Hall Hirers All persons
<b>Specific locations</b>			
Foyer	Furniture in Foyer is contaminated	All unnecessary furniture, books, magazines are removed	VHC
<b>Toilets</b>			
Toilets	Too many people in close contact in toilets	The main doors to the toilets are left open to enable people to see how many are inside.  Notice on doors - be aware of others and please allow others to exit before entering.	VHC
		Gents – All cubicles are available. Alternate urinals and alternate wash basins are to be used, the others are taped off	VHC
		Ladies – All cubicles are available. Alternate hand basins are to be used, the others are taped off.	VHC
		Only paper towels are used for drying hands.	VHC
	Hands not sterilised	The toilets already have soap, paper towels and a bin. Sanitising hand gel is made available.	VHC
		All persons must comply with these arrangements	Hall Hirers All persons
<b>Cleaners</b>			
Cleaners		Cleaners carry out normal deep clean every morning before the halls are used.	Cleaners

<b>Hall Hirers</b>			
Hall Hirers	Hirers not following legal guidelines	Hirers must demonstrate that 1) They have a COVID 19 RA that they will implement during their activity. 2) They are responsible for complying their specific activity and their governing body. 3) They must comply with this RA produced by VHC	Hall Hirers
	They leave contaminated equipment	Clean any kitchen equipment, that they have used, before and after use	Hall Hirers
		Cleaning materials are provided for Hall Hirers	VHC
		Mops are available if needed	VHC
		The Hall Hirers are responsible for taking out and putting back any VHC equipment that they need (e.g. chairs, tables)	Hall Hirers
		The Hall Hirers are to sanitise all VHC equipment before and after use (e.g. tables, chairs)	Hall Hirers
		The Hall Hirers are to sanitise all permanent fixtures that have been touched (e.g. door handles, grips/rails)	Hall Hirers
		Hall Hirers must keep a record of all those who have attended.	Hall Hirers
		If Hall Hirers are to store their equipment in VHC store, then it must be sanitised before being put away.	Hall Hirers
<b>Staff</b>			
Staff	Office staff are not adequately protected	A rope barrier, or tape on floor, is placed 2m outside the VHC office for visitors to stand behind.	VHC
	Caretakers & admin staff are not adequately protected	Sufficient PPE (e.g. Gloves, masks, plastic aprons, visor) is available in the store cupboard and office for staff use.	VHC
VHC Events		See separate RA	

## Appendix

The map below shows the one-way system, and locations of pinch points, COVID 19 notices, no exit signs and sanitary stations.

