
COVID-19 RISK ASSESSMENT

For re-opening Village and Community Halls – June 2020

Based on Appendix F of the guidance issued by Acre, issue 4.

Check whether Covid-19 has changed any part of the usual risk assessment.

The Covid-19 Risk Assessment should be carried out in consultation with

Consult any employees (HSE guidance). It is advised that

Consult any self-employed or volunteer cleaners or caretakers.

Consult regular customers on the draft risk assessment.

Issue the final risk assessment to regular customers as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying

Identify “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 toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

The Covid-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.

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).

Commentary on the level of risk posed by Covid-19

In total throughout the epidemic, Cornwall and the Isles of Scilly have had a total of 961 confirmed cases, a rate of 168 per 100,000 population.

Source: <https://coronavirus.data.gov.uk/cases>

19,601 people are currently predicted to have symptomatic Covid-19 in the UK. Cornwall is estimated to have 65 active cases, that is, 17 active cases per 100,000 population. Source: <https://covid.joinzoe.com/data>

Therefore, if the disease in Cornwall were distributed evenly, the parish of Perran-ar-worthal, with a population below 2,000, might expect to have 0.34 active cases. Epidemics, of course, do not spread evenly; they tend to produce clusters. However, the level of risk in our parish would appear to be low.

Areas of the country identified as hot spots are those with 0.2% or more of the population with symptomatic Covid-19. In Perran-ar-worthal, that would equate to 4 people, a rate of infection that would be almost 12 times higher than present data would suggest.

New cases in the UK on 20.8.20 are reported as 1,182 per day, with 97 patients admitted to hospital each day and 6 deaths per day. Source: <https://coronavirus.data.gov.uk>

Elsewhere, with slightly older data, the number of new cases in the UK was reported as 1,265 per day, with the South West region in the range of 0.6 to 4.9 new cases each day per 100,000 population. Source: <https://covid.joinzoe.com/data>

Government data indicated that in Cornwall & the Isles of Scilly one person tested positive each day. Source: <https://coronavirus.data.gov.uk/cases?areaType=Itla&areaName=Cornwall%20and%20Isles%20of%20Scilly>

Another source reported 12 new cases in Cornwall in the latest week (10 Aug-16 Aug), which is about 2 new cases per week per 100,000 population. Source: <https://www.bbc.co.uk/news/uk-51768274>

Therefore, if new cases in Cornwall were distributed evenly, the parish of Perran-ar-worthal, with a population fewer than 2,000, might record about one or two new cases of Covid-19 per year.

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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**

<i>Area or People at Risk</i>	<i>Risk identified</i>	<i>Actions to mitigate risk</i>	<i>Notes</i>
Trustees, staff and volunteers	Situations that might cause transmission of the virus and possibility of infection.	Display guidance at entrance on staying at home if unwell.	
	Anyone who is either extremely vulnerable or over 70.	Advise anyone in the vulnerable category of the risks associated with attending the hall.	Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.
	Surfaces infected by people carrying the virus.	Provide everyone with guidance on cleaning duties. Provide everyone engaged in cleaning with protective overalls and plastic or rubber gloves. Advise everyone to wash outer clothes after cleaning duties.	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.
	Disposal of rubbish containing tissues and cleaning cloths.	Provide more bins, in entrance hall and main hall. Provide black bags.	Cleaner to dispose of her used materials in waste bin.

Area or People at Risk	Risk identified	Actions to mitigate risk	Notes
		Require hirers to dispose of bags.	Possible contaminated rubbish to be double-bagged
	Deep clean if someone falls ill with CV-19 on the premises.	Deep cleaning will be undertaken by a contractor - see below.	
	Trustees, staff or volunteers could be exposed if a person carrying the virus entered the premises or fell ill.	Remove person as quickly as possible. Warn everybody immediately if someone is tested positive for COVID-19 who has been on the premises.	
	Mental stress from handling the new situation.	Discuss situation with trustees, staff and volunteers to identify whether risk mitigation has been sufficient or whether they should cease attendance for the time being.	It is important people know they can raise concerns.
Contractors	Risk of infection.	Advise contractors of risk and need to provide their own PPE.	
Exterior areas Car park, paths, patio, etc.	Failure to observe social distancing as people congregate before entering premises. Parking area is too congested to	Mark out 2-metre waiting area outside entrance with tape to encourage care when queuing to enter.	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.

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	<p>allow social distancing.</p> <p>People drop tissues.</p>	<p>Ask cleaner to check area outside for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>
<p>Entrance</p> <p>Foyer, hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk is social distancing not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Mark out 2-metre spacing in entrance area.</p> <p>Create one- way system and provide signage.</p> <p>Provide hand sanitiser in foyer.</p> <p>Clean door handles and light switches regularly.</p>	<p>Hand sanitiser needs to be checked daily.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Require hirers to clean door handles, light switches, window catches, tables, chairs and other equipment at end of session.</p>	
	<p>Soft furnishings which cannot be readily cleaned between use.</p>	<p>Remove folding padded chairs from main hall and lock in chair store.</p> <p>Replace with plastic chairs from meeting rooms.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p>

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	Social distancing to be observed	Require hirers to ensure their group observes social distancing.	
	Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.	Advise all users to wash hands regularly.	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
Meeting rooms	Social distancing more difficult in smaller areas Door and window handles, light switches, tables, chair backs and arms, floors	West room to be used by school to store equipment. Closed for other hirers. South room to be available as isolation facility for those who become unwell on the premises.	
Kitchen	Social distancing more difficult. Door and window handles Light switches; working surfaces, sinks; cupboard/drawer handles; fridge, freezer; crockery and cutlery; kettle and hot water boiler.	Kitchen will be secured with tape and remain out of bounds until further notice.	Checks needed to ensure not breached.
	Cooker and microwave	Will be unavailable.	
Storage cupboards in kitchen	Hirers may wish to gain access.	Inform hirers.that access to storage	Hirers may wish to remove

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	Risk of contamination and infection.	cupboards in kitchen will be denied.	belongings.
Foyer cupboards	Possible contamination of door handles	Include exterior on hirers' cleaning checklist. Inform cupboard users of potential risk and advise to clean before touching.	
Cleaner's cupboard	Door handle becomes contaminated.	No public access to cupboard. Advise cleaner to clean door before opening.	
Chair store (rear lobby)	Risk of contamination of padded chairs if used by hirers. Risk of contamination of other items stored there. Enclosed space would reduce social distancing.	Chair store to be kept locked. Badminton net stands to be kept in main hall. No other users will need to enter the chair store.	
Toilets	Social distancing difficult. Surfaces in frequent use, e.g. door handles, light switches, basins, toilet handles, seats, etc.	Require hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.

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	Vanity surfaces, mirrors.	Require hirer to clean all surfaces before leaving. Display engaged/vacant signage and posters to encourage 20-second hand washing and social distancing.	Ensure spare supplies are available for hirers..
Disabled toilet	Users may not be able to clean.	Instruct group organizers to clean afterwards.	
Warm air heater room	Minimal risk. Access to boiler room is external. Only trustees have access to key.	No public access.	
	Air filter may become contaminated.	Identify location of air filter for gas warm air system and establish controls.	Seek advice from maintenance company.
Stage	Curtains Social distancing Lighting and sound controls	Stage to remain out of bounds for users of the hall until further notice.	
Events	Handling cash and tickets Too many people arrive	No events or performances to be allowed until further notice.	See National Rural Touring Forum guidance, Section 2.6