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| tation  LISVANE MEMORIAL HALL HEOL-Y-DELYN, LISVANE, CARDIFF, CF14 0SQ |
| [www.lisvanememorialhall.co.uk](http://www.lisvanememorialhall.co.uk/) email: [lisvanememorialhall@gmail.com](mailto:lisvanememorialhall@gmail.com)COVID-19 Risk Assessment for re-opening Lisvane Memorial Hall – draft Issue 3, April 2021 |

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 and extracts from some current key documents are provided at the end of the document.)

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| People at Risk | Risk identified | Actions to take to mitigate risk | Notes |
| Caretaker and Trustees –  work activity and  situations which might cause transmission of the virus and likelihood staff could be exposed. | Cleaning surfaces which have been infected by people carrying the virus.  Disposing of rubbish containing tissues and cleaning cloths.  Deep cleaning of premises if  someone falls ill with CV-19 on the premises. | Stay at home guidance if unwell; provide signage at  external entrances to building.  Contractors provide their own gloves and dispose of  cleaning rubbish. Provide guidance to Caretaker and Trustees as to cleaning and disposal of waste.  Hall will be closed and latest guidance sought. Possibly hire specialist contractors to clean. | 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. |
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| Caretaker and Trustees –  who could be at risk and likelihood staff/Trustees could be exposed. | Trustees who are either  extremely vulnerable or over 70.  Mental stress from handling the new situation. | Email Trustees and Booking Secretary to ensure that they know that if they are over 70 or consider themselves vulnerable, then there is no obligation to carry out activities they consider risky and that we encourage them to tell us of any concerns they have.  Similarly, ensure Caretaker knows he can raise concerns. | Details of a person’s medical condition must be kept confidential, unless the contractor/trustee agrees it can be shared. |
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| Other Contractors and Occasional Maintenance workers. | Depends on their activity.  They could be exposed if a person carrying the virus has entered the premises or falls ill. | Ask Trustees who liaise with Contractors to ensure the Contractor/Maintenance Worker:   * has produced a risk assessment for their activity; * cleans areas and surfaces they will be working in before and after access; * is responsible for providing their own PPE.   Contractors must provide the Booking Secretary (or the Trustee with whom they liaise) contact details of all people (or, 1 person per household) attending the Hall, including those who attend to drop off, watch or collect someone. We will retain this for 21 days and provide to the Welsh Ministers or to a public health officer upon either’s request.  Sanitiser and hand-washing facilities will be available. |  |
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| Hirers and attendees at their events | Depends on the activity | Hirers to produce their own Risk Assessment.  Hirers must make sure that everyone likely to attend your activity or event understands that they MUST NOT DO SO if they or anyone in their household has had COVID-19 symptoms in the last 14 days, and that if they develop symptoms they MUST use the Test, Trace, Protect system to alert others with whom they have been in contact.  The Hirer and those attending their activity or event should make use of the NHS QR poster which will be on display at the entrance to the centre. (NHS COVID-19 app)  Hirers must provide the Booking Secretary with contact details of all people (or, 1 person per household) attending the Hall, including those who attend to drop off, watch or collect someone. We will retain this for 21 days and provide to the Welsh Ministers or to a public health officer upon either’s request.  Sanitiser and hand-washing facilities will be available. However, hirers should ensure that their attendees bring sanitiser for their personal use during the session.  Hirers to bring their own cleaning products and PPE.  Hall will provide paper towel, bins and bin bags for cleaning waste.  Hirers must consider whether the use of face coverings is required for people in their group.  Hire Agreement amended. | They will have sight of our RA, so they know the changes we will be making to our practices.  The extra cleaning required of them may seem onerous, but if the hall Caretaker had to clean between each hire, including cleaning surfaces they may not use/have used, then we would have to increase our charges significantly. |
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| All | It is discovered that someone with the virus has entered the premises or someone falls ill with symptoms of the virus on the premises. | A Trustee, the Booking Secretary or the Caretaker must  be informed immediately; whoever is contacted will ensure that all Trustees, the Booking Secretary and the Caretaker are informed and the Booking Secretary will inform the Hirers of the closure of the Hall.  The Committee Room has been designated as a space into which anyone will be moved who becomes unwell at the hall with suspected COVID-19 symptoms until transport home or to hospital is available. Tissues and a bowl of warm soapy water for hand-washing and paper towels should be provided. Hirer must ensure everyone else leaves the building and then inform the Booking Secretary who will inform other Hirers of the closure of the Hall and inform the caretaker and Trustees.  Trustees will ensure seek the latest guidance on quarantining and cleaning the Hall.  Signage provided re Safe Room in Halls and Committee Room.  Hire Agreement amended. |  |
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| Area at Risk | Risk identified | Actions to take to mitigate risk | Notes |
| Car Park/paths/ patio/exterior areas | Social distancing is not  observed as people congregate  before entering premises.  Possible “pinch points” and  busy areas where risk is social  distancing is not observed such as in walkways at the front and side of the building.  People drop tissues. | Check Hirers’ Risk Assessment to ensure that they manage social distancing. This must include managing people who drop off/wait for/collect others.  Separate entrances and exits created and signage provided.  Avoid Main Hall and Small Hall hires (excluding cleaning time) starting at the same time. (Hirers to be allowed 15 minutes extra cleaning time (not part of the hire) at the start and end of their sessions.)  Ask Caretaker to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.  Litter may be collected by gardener; ensure gardener is aware of risk and takes appropriate precautions.  Council bin and collection for cleaning waste arranged. | 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.  It was decided not to mark out 2m waiting areas because adults waiting with children take up more space than a single person on their own so people following the marks might actually be closer than they should. |
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| Main Hall | Social distancing is not  observed during the hirer’s  activity.  Good ventilation can help reduce the risk of spreading  coronavirus.  Door handles, light switches,  window catches, tables, chair  backs and arms.  Soft furnishings which cannot  be readily cleaned between use.  Blinds cords  Hirers’ own equipment | Check Hirers’ Risk Assessment to ensure that they manage social distancing, air circulation and cleaning as identified below.  Hirer to ensure that the Main Hall air circulation system is switched on (switch in kitchen).  Door handles, light switches, window catches, to be cleaned by hirers before and after use.  Tables, chairs and other Hall equipment used to be cleaned by hirers before use and before being put away.  Upholstered chairs will be put on the stage out of use. If a group wants to use them, they must consult the booking secretary. People other than the sitter who touch the upholstered chairs should wear plastic gloves. Provide signs.  People who touch any difficult to clean items such as blinds cords should wear plastic gloves. Provide signs.  Hirers are responsible for ensuring any equipment they bring in is sanitised before and after use.  Hirers to be encouraged to wash hands regularly or use sanitiser. Provide hand sanitiser and signs.  Provide paper towel, bins and bin bags for cleaning waste.  Cleaning waste, in bags, to be put in the Council bin which will be outside in the wall recess outside the Main Hall kitchen. All other waste to be removed by hirer.  Hire Agreement amended.  Ensure there is sufficient time between hires for cleaning. | The system extracts air from the Hall and brings in fresh air.  If the upholstered chairs are used, then cleaning with specialist product should be arranged. |
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| Stage | Curtains and carpeted area  Lighting and sound controls  Social distancing | Stage and stage area not to be used and stage blocks to remain down. If a hirer wants to use the stage area at all, they need to consult the Booking Secretary; use of the stage area will be considered on a case by case basis.  If handrail is used, it must be sanitised before and after use.  If blocks are moved, the areas touched must be sanitised before and after use. | If the stage area is used, or the blocks are used, then the carpeted area may need to be sanitised; a specialist product will need to be used. |
| Main Hall Kitchen | Social distancing more difficult  Door and window handles  Light switches  Working surfaces, sinks  Cupboard/drawer handles.  Fridge  Crockery/cutlery  Kettle/hot water boiler  Cooker/Microwave  Plate Warmer | Close Kitchen for general use.  Hirer will need to access the kitchen to switch the air circulation system on and off so will need to clean handles and switches before and after use.  Provide Sign | If a Hirer wants to use the kitchen for any event, then this will be reviewed on a case by case basis.  Note: the freezer is in the Committee Room |
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| Committee Room | Door handles, light switches,  window catches, tables, chair  backs and arms.    Freezer | Close Committee Room  Provide Bowl, bin & paper towels  Provide Sign | This has been designated as the temporary quarantine area if someone falls ill on the premises. |
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| Small Hall | Social distancing is not  observed during the hirer’s  activity.  Soft furnishings which cannot  be readily cleaned between use.  Door handles, light switches,  window catches, tables, chair  backs and arms.  Hirers’ own equipment | Check Hirers’ Risk Assessment to ensure that they manage social distancing and cleaning as identified below.  Ensure there is sufficient time between hires for cleaning.  Remove curtains.  Door handles, light switches, window catches, to be cleaned by hirers before and after use.  Tables, chairs and other Hall equipment used to be cleaned by hirers before use and before being put away.  Hirers are responsible for ensuring any equipment they bring in is sanitised before and after use.  Hirers to be encouraged to wash hands regularly or use sanitiser. Provide hand sanitiser and signs.  Provide paper towel, bins and bin bags for cleaning waste.  Cleaning waste, in bags, to be put in the Council bin which will be outside in the wall recess outside the Main Hall kitchen. All other waste to be removed by hirer.  Hires to ensure that the room is well-ventilated by keeping windows are doors open, as far as possible.  Hire Agreement amended. | Door handles, light switches, window catches, to be by hall cleaning staff at least once a day that the Hall has been used. |
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| Small Hall Kitchen | | Social distancing more difficult  Door and window handles  Light switches  Working surfaces, sinks  Cupboard/drawer handles.  Fridge  Crockery/cutlery  Kettle/hot water boiler  Cooker/Microwave | | Close Kitchen  Provide Sign | If a Hirer wants to use the kitchen for any event, then this will be reviewed on a case by case basis. |
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| Toilets (Main Hall, Small Hall, Disabled, Committee Room) |  | | Hirer to ensure only one person accesses the toilets at a time.  Hirer to clean basin, taps, handles of dispensers, dryers, toilet cistern, etc. before and after attendees use. Hirer to remove used tissues, paper towels etc.  Hire Agreement amended  Signage to say ‘one person at a time’ in the Toilets.  Signage to encourage 20 second hand washing.  Signage to say users can use hot-air hand-dryers and if tissues or paper towels are used these must be removed by hirer. | | See Appendix A: hand-dryers can be used |
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| Hirers cleaning cupboard – brooms etc. | Door handles, light switch | | Door handles to be cleaned by hirers before and after use as well as by hall cleaning staff. Hire Agreement amended. | |  |
| Store cupboards (Caretaker etc.) | Door handles, light switch | | Public access unlikely to be required. Caretaker to decide  frequency of cleaning. | |  |
| Storage Rooms (furniture/  equipment) |  | |  | |  |
| Small Hall Boiler Room/Storage Room | Social distancing more difficult  Door handles in use. | | Tables, chairs and other Hall equipment used to be cleaned by hirers before use and before being put away.  Hire Agreement Amended | |  |
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| Boiler Room | Door handle, light switch  Social distancing not possible | | Public access unlikely. Caretaker to decide frequency of cleaning. | |  |
| Events | Depends on the event; currently none planned until 2021 | | One-off events to be reviewed on a case by case basis using the latest guidance. | | See National Rural Touring Forum guidance,  Section 2.6 |

Helpful websites

Welsh Government the latest announcements and advice from the Welsh government: <https://gov.wales/coronavirus>

Information Commissioner’s Office (Data Protection): <https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/data-protection-and-coronavirus/>

Wales Council for Voluntary Action: <https://wcva.cymru/covid-19-guidance-and-resources/>

There is a lot of information on this page; the Guidance for Community Centres Reopening in Wales can be found under the Trustees and Governance heading

Cardiff Third Sector Council: <https://c3sc.org.uk/covid-19-guidance-and-support-for-groups-organisations-planning-to-return-to-the-workplace-or-open-to-the-public/>

Appendix A

<https://gov.wales/safe-use-multi-purpose-community-centres-covid-19> updated 23 November 2020

leads to

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> updated 15 July 2020

### Cleaning and disinfection

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

### Waste

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

Dispose of routine waste as normal, placing any used cloths or wipes in ‘black bag’ waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual’s test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be put indisposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

<https://gov.wales/safe-use-multi-purpose-community-centres-covid-19> published 30 July 2020

### **Hand hygiene and face coverings**

Practicing good hand hygiene is important. Users of the facilities should have access to soap and water to wash their hands for at least 20 seconds or access to hand sanitiser when entering and leaving the building or being in a public area. Handwashing is particularly important after coughing, sneezing or blowing their nose before touching any surface. Managers might also consider:

* signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, advice to avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available with hand washing following straight afterwards
* providing hand sanitiser in multiple locations, such as reception areas, in addition to washrooms
* providing hand drying facilities (paper towels or electrical dryers). Towels and tea towels should not be shared.

WCVA: Guidance for Community Centres reopening in Wales 8 November 2020 Extracts used in preparing this RA

1. Insurance

INSURANCE It is very important to keep your insurance company informed of your activities. Your insurance company will require you to follow and adhere to all recommendations and guidelines issued by Welsh Government. You will need to inform your insurance company that you will be resuming services and discuss any new requirements you must consider in order to ensure you comply with your insurance policy.