



GLINTON COMMUNITY ASSOCIATION COVID-19 SECURE RISK ASSESSMENT

Version 1 July 2020

Index:

Page 2	Introduction
Page 3	Primary Guidelines
Page 4	Hall Entry / Access
Page 5	Kitchen Area
Page 6	Toilet Areas
Page 7	Small Hall
Page 8	Large Hall
Page 9	Storeroom
Page 10	Covid-19 Health Emergency
Page 11&12	GCA Commitments for the Covid-19 Period

Glinton Community Association (GCA) are a registered charity that acts as the Management Committee at Glinton Village Hall, Glinton, Peterborough. Now that Lockdown is to be reset, i.e. enabling the opening of village halls, the following document is the GCA Risk Assessment judged needed to make the hall Covid-19 Secure.

Source Materials and Guidance:

- This document has been prepared assisted by guidance attained via Public Health England (PHE) and the NHS Websites.
- Health Advice: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- General Advice: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>
- Guidance for the Safe Use of multi-purpose Community Facilities: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-communityfacilities>
- A Zoom based lecture given by Cambs ACRE was attended. This lecture was built on their conversations with H. M. Government, the substance of which was encapsulated in documentation that was issued in conjunction with the lecture.
- Through the extensive knowledge of the hall committee and its users over many years.

General:

GCA recognise the exceptional circumstances currently being experienced. This document is designed to enable the enjoyment of the hall and its facilities, whilst achieving maximum protection for hall attendees, in which ever capacity they do so.

This document will remain live until, as a minimum, national circumstances change and further restriction reductions are issued by H.M. Government.

GCA will seek acknowledgement and acceptance of this Assessment, following issue to the individual User Groups. New Terms & Conditions will be sent at the same time, which should be returned to the Booking Secretary prior to re-hiring of the hall.

COVID-19 SECURE PRIMARY GUIDELINES	
Minimise contact with individuals who are unwell.	Nobody should attend the premises if they have the symptoms of Covid-19, or are self-isolating due to symptoms in their household.
Frequent hand washing.	Hand Sanitisers will be provided at all entry and exit points and suitably highlighted. Kitchen and Toilet areas will have soap and running water for this purpose. Paper Towels will be provided in the Kitchen. The toilet hand dryers are Covid-19 compliant, but paper towels will be also be provided.
Respiratory Hygiene.	Everyone is encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, the hands cleaned. A Catch it, Bin it, Kill it strategy is to be operated. Posters illustrating this will be on display within the hall.
Frequently Touched Surface Cleaning.	This includes door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces, chair arms and cupboard tops. Consideration should be given to the hygiene needs of any object to be touched. Ordinary domestic products can be used and/or sanitised wipes or sprays.
Maintain Social Distancing where possible.	Compliance with the current national guidance on Social Distancing should be adhered to. The needs of Vulnerable and Shielding attendees should be given due consideration at all times. There are 'pinch points' within the hall where specific guidance and policy is addressed by incidence herein.
User Group Risk Assessments.	Herein Ginton Community Association have outlined those actions it intends to undertake until lockdown is totally eased. Each Group is requested to ensure that these Ginton Village Hall specific recommendations fully meet their needs. If not, additional User Group specific procedures should be prepared and put to GCA for approval and filing.

HALL ENTRY / ACCESS		
Front Door (Emergency Exit / Wheelchair Entry).	<p>This door is bar operated from inside the building. It is largely glazed and offers good bi-directional visibility.</p> <p>Externally this door is serviced via a ramp to accommodate wheelchair access. Those transporting / assisting such users should be made aware of the attendant issues.</p>	<p>Bar and push surfaces to be cleaned by sanitised wipes, or similar.</p> <p>GCA provided hand sanitiser will be available immediately inside the hall.</p>
Main Pedestrian (Entrance Door Emergency Exit)	<p>This key operated door is accessed from the street via a narrow pathway at the left hand (west) side of the hall. The pathway only accommodates single, or socially distanced, inline pedestrians travelling in the same direction.</p> <p>Would be Users must look to see if the path is clear before proceeding. Priority will be given to those coming from the High Street end unless the lever(s) are well advanced.</p> <p>When there is a co-incidental need for Users to either exit or enter this doorway, priority will go to the User exiting. Users wishing to enter should stand back to the 2m marker tape.</p> <p>If more than one person is waiting, then social distancing should be applied.</p>	<p>When the path is occupied the User must stand back to give sufficient clearance.</p> <p>This is the most frequently used door and should be cleaned regularly by sanitised wipe, or similar.</p> <p>An external floor tape, set at 2m from this door, will indicate a suitable place to stand where congestion may be occurring.</p> <p>GCA provided hand sanitiser will be immediately inside the hall.</p>
Small Hall Door (Emergency Exit / Wheelchair Entry)	<p>This door is bar operated from inside the building. It is largely glazed and offers good bi-directional visibility.</p> <p>Optional wheelchair access to the small hall or the toilets.</p>	<p>Bar and push surfaces to be cleaned by sanitised wipes, or similar.</p> <p>GCA provided hand sanitiser will be immediately inside the hall.</p>
Rear Door (Emergency Exit)	<p>This key operated door offers wheelchair access to the toilet area.</p>	<p>Push surfaces to be cleaned by sanitised wipes, or similar.</p>

KITCHEN AREA		
Social Distancing	<p>The kitchen area does not accommodate multi-users at 2m distancing, which limits its usage when that requirement is stipulated. Please be aware in case of changes to HMG advice. At 1m+ there is greater scope for a second User, but the use of face masks would be needed.</p> <p>The internal route to the toilets is at one side of the kitchen, where transitory passing of kitchen workers would be necessary.</p>	<p>Single User only.</p> <p>Two Users.</p> <p>Transitory passing is deemed low risk. Where congestion occurs e.g. a User seeking to return to the hall areas, they should retreat to the 2m marker tape on the storage area floor. Priority will go with the User seeking to go to the toilets. Kitchen workers seeking to leave via either door must give priority to all.</p>
Hygiene	<p>Hard surfaces present a high risk area, which when compounded with food preparation, demands total attention to cleaning.</p> <p>GCA will provide Hand Sanitiser for use (throughout the building).</p> <p>Cloths and Tea Towels should either be disposed of, or removed from the hall at the end of the session.</p>	<p>Worktops, cupboard door handles, utensils, fridge door handle, microwave door handle, the cooker, sinks and taps, entry / exit door handles, serving hatch, window handles.</p> <p>Users will be expected to provide all the cleansing products needed to prepare and leave the kitchen in a Covid-19 Secure state.</p>
Utensils, Cutlery and Crockery	<p>These items will be available for use by the User Groups, but Users are encouraged to bring their own where practical.</p> <p>With the numbers involved it is not feasible for GCA to pre-clean these items and Users should plan accordingly. When they are used items should be suitably cleaned and returned to the cupboards.</p>	<p>The handles of larger cooking pots should be suitably cleaned before and after use.</p> <p>Disposable cups, plates and cutlery are to be used unless subject to a concession from the Management Committee.</p>
Hot Water / Lighting	<p>Both the sinks and the drinks boilers will be available for use.</p>	<p>The on/off switches to be wiped prior to, and following, use.</p> <p>Damp cloths to be used. Do not use a spray.</p>

TOILET AREAS		
Numbers / Availability	<p>Both the Ladies and the Gents / Disabled Toilets / Baby Changing will be for single use only.</p> <p>Congestion procedure.</p>	<p>When the toilet is available the user must lock the outer door on entry. This ensures social distancing in the toilet area. Full hand washing capability is present.</p> <p>When engaged the next User should return to the Storeroom and stand behind the 2m marker tape until the toilet is available.</p>
WC Use	<p>The door push area, seat and flush should be cleaned prior to and post use.</p>	<p>Users to provide suitable cleaning materials, which should be disposed of post use.</p>
Hand Washing and Drying	<p>The non-touch, proximity operated warm water dispensers will remain in use. The soap dispenser is push operated.</p> <p>The non-touch, blower hand dryers are deemed safe for use.</p>	<p>GCA to ensure soap levels are adequately maintained. The sink is to be wiped post use.</p> <p>Paper hand towels will also be available and should be binned after use.</p>
Post Use	<p>Toilet lid cleansing. Hand washing.</p>	<p>The user must ensure the toilet is suitably cleaned, before washing their hands.</p>
Return to Meeting Room	<p>The need to turn right into the Kitchen demands adherence to the local pinch point policy.</p>	<p>In this instance the returning User has low priority and should go to the 2m marker tape in the Storeroom to ensure a clear route to proceed to their destination.</p>

SMALL HALL		
Tables & Chairs	<p>The tabletops must be cleaned prior to, and post use.</p> <p>The chairs have upholstered seating and backs. They must be lifted and moved by the hard surface of the chair arms.</p>	<p>Those Users needing tables should use their own cleaning materials.</p> <p>The chair arms are to be User cleaned prior to and post use.</p> <p>Upholstery should not be treated by Users.</p>
Serving Hatch	Limited use of this facility is recommended, but the dangers of walking from the kitchen to serve hot food, or drinks, are recognised.	If needed, the cleaning of the release catches and all respective services must be carried out pre and post use.
Emergency Exit Door	See Hall Entry / Access section - Pg3	
Dividing Doors	Limited use of this facility is recommended as its heavy opening and closure results in considerable contact with it.	If used, both sides all sections will need to be User cleaned to shoulder height.
Storage Cupboards	<p>Care should be taken not to touch the adjacent Group's door.</p> <p>The cupboard top runs the length of the room. When the top is used it must be cleaned for that part of its surface.</p>	<p>This need may be as a result of e.g. pinning notices to the Group's notice board.</p> <p>The User must carry out this action, using their own cleaning materials.</p>
Curtains	The curtains are not to be touched.	
Electrical Switches	Light Switches and Power Sockets.	Pre and post use these items will need cleaning with suitable cleaning materials (not Spray).

LARGE HALL		
Tables & Chairs	<p>The tabletops must be cleaned prior to, and post use. For portable tables see Pg.9.</p> <p>The chairs have upholstered seating and backs. They must be lifted and moved by the hard surface of the chair arms.</p>	<p>Those Users needing tables should use their own cleaning materials.</p> <p>The chair arms are to be User cleaned prior to and post use.</p> <p>Upholstery should not be treated.</p>
Front Door / Main Pedestrian Door	See Hall Entry / Access section - Pg3	
Heating System	<p>The heating has been upgraded to meet current Building Regulations. The thermostats will be removed from both halls.</p> <p>To avoid contamination risk, the three new radiators should not be touched.</p>	<p>The new boiler controller and start function resides on the side of the gas cupboard. The activation button is to be wiped after use.</p> <p>If inadvertently touched then please wipe with a suitable cloth.</p>
Curtains & Blinds	The curtains are not to be touched. The blind on the front window is expected to be used.	The blind position should not be changed, only open or shut, then wiped.
Dividing Doors	See Small Hall section -Pg6	
Slide Screen / Projector / Microphone	<p>The on/off, up/down controls for the screen remain in use. The projector has a power lead, a comms lead, and device operating buttons.</p> <p>Both the hall microphones are handheld.</p>	<p>Pre and post use these items will need cleaning with suitable cleaning materials (not Spray), to be supplied by the Users.</p> <p>The microphone should not be shared without a further clean.</p>
Light and Power	Light Switches and Power Sockets.	Pre and post use these items will need cleaning with suitable cleaning materials (not Spray).

STOREROOM		
Shared Group Storage	<p>Several Groups have materials occupying both floor and shelving space.</p> <p>This section takes in the separate Friendship Club storage area.</p>	<p>It is the responsibility of all User Groups to ensure their equipment is stacked so as not to fall across other Users items.</p> <p>Use of equipment from this area should be cleaned both pre and post use.</p>
GCA Cabinet	<p>This is the responsibility of GCA, not any User Groups.</p>	<p>To be maintained by GCA cleaner.</p>
Folding Tables	<p>These tables must be carried to their point of use and returned to the storeroom. They are used regularly by multiple groups, and also where irregular events occur.</p> <p>Both the carriage and erection exercises result in a lot of contact to the tabletops and to the legs.</p>	<p>These tables must be cleaned both pre and post use. Time must be assigned by the User for this to be carried out under their conditions of hire.</p>

USER GROUP COVID-19 HEALTH EMERGENCY		
Definition	<p>The Small Hall is the designated place to where anyone feeling unwell with Covid-19 symptoms must be taken. The room will be evacuated by others not involved in any caring capacity.</p> <p>The dividing doors and kitchen hatch should be closed.</p> <p>The blue chairs will offer greater comfort.</p> <p>The patient will be kept there until transport to hospital, or home, is available.</p> <p>Paper Towels, tissues, and a bowl of warm soapy water for hand washing should be provided.</p> <p>Those parts of the premises that the patient used will be closed for 72 hours.</p>	<p>These symptoms are a temperature, a newly developed cough, the loss of sense of smell and/or taste.</p> <p>The towels and tissues should be subsequently disposed of in a plastic bag that is sealed for 72 hrs before being transferred into a regular waste bin.</p> <p>A decontamination clean will be carried out in accordance with PHE guidelines. Disposable PPE equipment, including gloves to be disposed of as above.</p> <p>Cleaner(s) to launder all personal clothing on arrival home.</p>
Test, Track and Trace	<p>Those people who have been in close contact with the patient should be asked to provide contact details and then to leave the hall. If the patient then tests positive, those deemed in close contact can expect to receive a call from Test Track & Trace.</p>	<p>Regular hall User Groups are anticipated to already have such details in their records. If not, they should do so prior to their group re-opening.</p> <p>Where Groups have visitors, a log of names and contact details should be kept.</p>

GLINTON COMMUNITY ASSOCIATION COMMITMENTS FOR THE COVID-19 PERIOD		
RA Document	This document is based on professional Covid-19 safety / security recommendations, which have then been referenced to the specific needs of Glinton Village Hall, by the Trustees.	Each User Group should study this document to determine whether extra thinking needs putting on record to cover any matters applicable to them.
GCA Cleaning Roles	<p>The general cleaning of the hall will continue to be carried out by the GCA cleaner.</p> <p>The Covid-19 specific needs will be focussed on hard surfaces in the kitchen, toilets, and on door handles and switches.</p> <p>The above will be done by the GCA Cleaner, or volunteer Trustee, prior to the arrival of the first Users in any day.</p>	<p>The regular work done in the main hall, small hall, kitchen, toilets and storeroom has always been regarded as to a high standard.</p> <p>This will be carried out using either standard domestic products, or commercial sanitiser products, where appropriate.</p> <p>All Users will be expected to ensure that all the hard surfaces in the areas they have used will have all those surfaces hygienically wiped.</p> <p>Subsequent Users that day will be expected to carry out the above exercise in readiness for the next group.</p>
Optional Equipment	GCA do not have the cleaning resource to include optional facilities such as all tables, chairs, projectors, audio systems, light and power switches. This requirement will fall to the User Groups.	The cleaning need for these areas is defined on pages 6,7 & 8.
Hand Sanitiser	GCA will provide sanitisers adjacent to all the 3 entrance doors. They will be suitably mounted and highlighted.	Their refill / replacement will be carried out by GCA regularly.
Social Distancing	The 2m guideline should be observed where possible. The courtesy waiting space allocations, to deal with pinch point passing, will be shown by tape on the ground / floor.	This figure will vary subject to the thoughts of H.M. Government.

