

ABCA – COVID -19 - RISK ASSESSMENT

Assessment carried out by: Peter Hurst (Treasurer) and reviewed by ABCA Management Committee Date assessment was carried out: 7th July 2020

The purpose of this risk Assessment is to protect everyone who visits the Parish Rooms from harm, by identifying the risks associated with the transmission of the COVID-19 virus, detailing the measures to be taken to control and contain the risks, and defining the specific actions to be taken and the date the actions are to be completed.

The scope of this risk assessment is confined to the Parish Rooms, and excludes the outdoor facilities used by the Bowls and Tennis sections. Measures to control risk to their members and visitors are defined in the assessments of these two sections. The Parish Rooms comprise, Main hall, Small hall, entrance /foyer, cloaks storage, toilets(3), billiard room, kitchen, and kitchenette (in corridor to billiard room), Storage areas, two in the main hall (A, B), and one in the Small hall (C). For clarity please refer to the Floor plan below, on which there are reduced Covid -19 room capacities.

The Parish Rooms are used by 15 user groups. Separate assessments need to be undertaken by each group to keep their members safe from harm. To assist them, ABCA's risk assessment has been distributed to each group to assist them in defining their own risk mitigation measures. The Parish Rooms are also available for private hire by members of the public, and there are revised guidelines as to limitations of the use of the Parish Rooms for them. e.g. no dancing. ABCA generally stages 2-3 social functions a year. At present these are suspended.

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, e.g. queuing.

Important Notes:

- 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 at the end of this document)

ABCA – COVID -19 - RISK ASSESSMENT

The risk	Who or which area is at risk	Controls to contain/mitigate the risk	Specific actions	Action party /status and date
Contracting or spreading the virus	<p>Contractors/user groups coming to the Parish Rooms, Visitors</p> <p>All areas of the Parish Rooms</p>	<ul style="list-style-type: none"> ❖ Follow social distancing rules, as defined in government guidelines. ❖ User groups must clean all furniture used, i.e. tables and chairs, surfaces, and aluminium handles, with ABCA specified cleaning equipment and products ❖ Only furniture from designated locations are to be used. ❖ Identify User group visitors to Parish Rooms 	<ul style="list-style-type: none"> ❖ Provide posters on social distancing in main and small halls ❖ Provide floor markers in Main and Small halls to reflect social distancing requirements ❖ Provide number limits for Main and Small halls and display in both halls and notify user groups in a Hirer's template document. (See floor plan) ❖ Plastic chairs to be used, upholstered chairs taped off ❖ Curtains are not be used/drawn, notice /advise to each user group. ❖ Advise user groups of furniture to be used. ❖ Meeting attendee lists to be provided to the Booking secretary for each user group (to aid track and trace). ❖ User groups/Hall hirer to nominate 'person responsible for gathering' ❖ Confirmation of acceptance of Hirers template obtained 	<p>SR Completed</p> <p>SR Completed</p> <p>GS (HT&C) Completed</p> <p>RH 21/8/2020</p> <p>GS (HT&C) completed</p> <p>GS (HT&C) Completed</p> <p>GS (HT&C) Completed</p> <p>Responses from Hires all recd. Completed</p>

ABCA – COVID -19 - RISK ASSESSMENT

		<ul style="list-style-type: none"> ❖ Designated area to be provided in event of a person falling ill with COVID -19 virus, and first aid kit provided and available in that area. Details of any person who falls ill to be given to Gill to aid track and trace. ❖ User group clean after use, of frequently touched areas, and surfaces which they have used. 	<ul style="list-style-type: none"> ❖ Set up in Billiard room and provide first aid kit, ACRE recommended contents list with Selina ❖ Provide cleaning materials for user groups, and cleaning requirements in HT. locate storage area. 	<p>SR and GS completed</p> <p>SR /GS completed</p>
	<p>Private Hirers</p> <p>All areas of the Parish Rooms</p>	<ul style="list-style-type: none"> ❖ Private hire visitor details to be kept and recorded (to enable track and trace) ❖ Private hirer responsibilities to be outlined, i.e. social distancing, cleanliness. 	<ul style="list-style-type: none"> ❖ Prepare private hirers document. ❖ Cleaning regimes to be spelled out, e.g. Deep clean before Saturday/Sunday hire plus hirer clean and a cleaning charge (£30) levied. 	<p>GS Completed</p> <p>GS Completed</p>

ABCA – COVID -19 - RISK ASSESSMENT

The risk	Who or which area is at risk	Controls to contain/mitigate the risk	Specific actions	Action party /status and date
Getting or spreading coronavirus by not washing hands or not washing them adequately	Contractors/user groups coming to the parish Rooms, Visitors All areas of the Parish Rooms	<ul style="list-style-type: none"> ❖ Follow the guidance on cleaning, hygiene, and hand sanitiser - Provide hand sanitisers and drying facilities in toilets and the two kitchen areas ❖ Provide information on how to wash hands properly and display posters 	<ul style="list-style-type: none"> ❖ Provide hand sanitisers at the entrance to the Parish Rooms and in the toilets/also paper towels and refuse disposal bins. ❖ Remove fuses from electric hand dryers ❖ Decide on frequency of replenishment of hand sanitisers. ❖ Provide posters at the entrance and at the toilets and kitchens to demonstrate how to wash hands properly 	<p>SR Completed</p> <p>RH Completed Cleaner</p> <p>SR Completed</p>
Getting or spreading coronavirus in common use high traffic (pinch points), i.e. where people cannot meet the social distancing rules	Contractors/user groups coming to the Parish Rooms, Visitors Entrance hall, access to kitchen/toilets, entrances to small and large halls and, specifically areas and equipment where people will touch the same surfaces, such as in kitchens, shared equipment e.g. kettles, shared	<ul style="list-style-type: none"> ❖ put in place one-way systems in corridors or extensively used pedestrian traffic routes to manage the flow of people moving around the Parish Rooms to allow social distancing rules to be met ❖ All user groups to appoint a named representative to monitor and supervise to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems ❖ leave non-fire doors open to reduce the amount of contact with doors and to potentially improve ventilation. 	<ul style="list-style-type: none"> ❖ Install signage and navigation aids for entrance and exit routes. ❖ Install social distancing markers outside the main entrance to ensure social distancing is complied with. ❖ Specify routing for particular user groups ❖ Users to use sanitisers to 'wash' hands on arrival at the parish rooms. 	<p>Procure: SR Install: SR/VO 22/8/2020 RH 31/8/2020</p> <p>GS (HT&C) Completed</p> <p>GS(HT&C) Completed</p>

ABCA – COVID -19 - RISK ASSESSMENT

	condiments etc > areas and surfaces that are frequently touched but are difficult to clean.	Open windows to improve ventilation		
--	---	-------------------------------------	--	--

ABCA – COVID -19 - RISK ASSESSMENT

The risk	Who or which area is at risk	Controls to contain/mitigate the risk	Specific actions	Action party /status and date
Getting or spreading coronavirus by not cleaning surfaces, equipment, and furniture	Contractors/user groups coming to the parish Rooms, Visitors All areas of the Parish Rooms	<ul style="list-style-type: none"> ❖ Undertake a weekly deep clean following the government guidelines, specifically, see actions for Parish Rooms areas below. ❖ User groups to clean the facilities which they use, specifically all furniture, tables, and chairs and any other ABCA owned equipment. In addition, clean door handles/light switches, window catches, and all surfaces which have been touched. 	<ul style="list-style-type: none"> ❖ Deep clean to be performed at weekends, and Spell out cleaning regime for Caroline ❖ Ensure supply of specific cleaning products to cleaner ❖ Ensure cleaner has two sets of PPE equipment and sufficient for regular daily change, put in place laundering facility/ or provide replacement of PPE equipment. Third set to be available for Caroline’s back up. ❖ Replenish hand sanitisers/paper towels/dispose of rubbish outside as required ❖ Review waste bin capacity, and upgrade as required ❖ Keep record of cleaning schedule/ Caroline 	SR/Cleaner Completed SR Completed Cleaner RH Cleaner
Getting or spreading the virus in a specific area	Car park	Social distancing measures to be observed by all car park users	Notices in car park	GS (HT&C) Completed RH to install 29/8/2020
	Entrance/Foyer	Queuing system and notices displayed to ensure social distancing rules are met. Clean all door handles, light switches, furniture, Commemorative plaques	Mark out 2 metre spacing, Hand sanitisers/dry towels and disposal bin to be provided After use by each user group/deep clean weekly	SR Completed SR Completed GS(HT&C) Completed

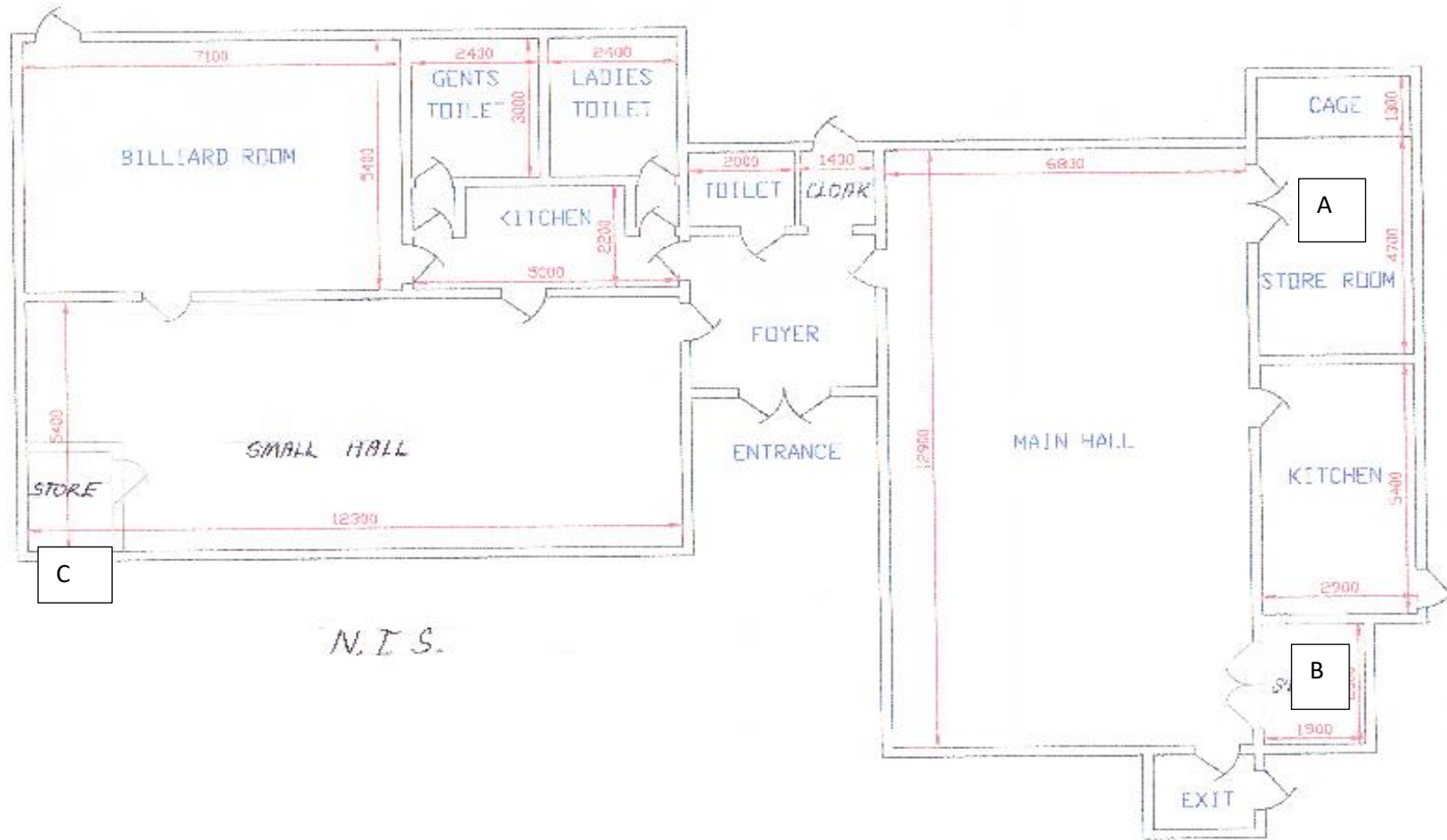
ABCA – COVID -19 - RISK ASSESSMENT

The risk	Who or which area is at risk	Controls to contain/mitigate the risk	Specific actions	Action party /status and date
	Main hall	Social distancing rules to be met. Clean all door handles, light switches, furniture. Window catches	Floor markers to be installed to enable social distances to be observed User group cleaning after use	SR and GS Completed GS(HT&C) Completed
	Small hall	Social distancing rules to be met. Clean all door handles, light switches, furniture. Window catches, pictures. Wall displays	Floor markers to be installed to enable social distances to be observed. User group cleaning after use	SR and GS Completed GS(HT&C) Completed
	Billiard Room	Social distancing rules to be met. Clean all door handles, light switches, furniture. Window catches, pictures. Wall fixtures	Usage to be determined, and booking system defined. Clean after use by billiard room users. Access corridors to rear exit to be cleaned weekly. Social distancing markers installed to limit exit crush	GS (HT&C) Completed Cleaner SR All 29/8/2020
	Kitchen/kitchenette	Social distancing difficult in this area, so clean all door handles, light switches, furniture. Window catches, working surfaces and sinks. Access limited to one person, because of its size	Kitchen can be used by User groups, except because of its small size only one person to be admitted at any one time. Kitchen and Kitchenette to be cleaned by and after User group use,	GS (HT&C) Completed
	Toilets	Use limited to one person for gents/ladies	Engaged /vacant sign to be fitted on the main outer door. Note only one toilet is designated for use.	SR and GS (HT&C) Completed

ABCA – COVID -19 - RISK ASSESSMENT

The risk	Who or which area is at risk	Controls to contain/mitigate the risk	Specific actions	Action party /status and date
	Store cupboards (A) and (B) in the Main hall	Only Pre-school and the WI and Tae Kwando have access to these areas, otherwise access denied to all but cleaner. Only one person to access at any one time due to social distancing constraints. Doors, and door handles must be cleaned if storage area accessed.	Signage required and user groups informed Install sign to limit access to one person	GS Completed
	Store Cupboard©	Particular user groups store their meeting equipment in this cupboard, and as above, only one person to access at any one time due to social distancing constraints. Doors, and door handles must be cleaned if storage area accessed.	Install sign to limit access to one person	GS Completed
Reassuring the public/user groups	All users of parish Rooms, our wider community, and visitors'/suppliers	Communicate and share this plan, (FB/ABCA news/WEB) + general statement. User group forums. Communicate opening date Post Compliance certificate Inform Insurer of date of opening	<ul style="list-style-type: none"> ❖ Facebook update ❖ Web update ❖ ABCA news ❖ Compliance certificate ❖ Insurance renewal 	VO 16/8/20290 PH 16/8/2020 VO/Keira Veronica to provide material for next issue PH Completed PH (20/8/2020)

ABCA – COVID -19 - RISK ASSESSMENT



MAIN

HALL 6.8M X 13M = 88 m2, Covid-19 capacity 22, Small hall 5.4M X 11M = 59.4M2, Covid-19 capacity 15

References

Government Guidelines

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Association of Communities in Rural England

<https://acre.org.uk/>