

Paganhill Maypole Hall
Stratford Road, Stroud, GL5 4AN

Registered Charity No. 301594

Covid 19 Risk Assessment

This Risk Assessment has been prepared using the guidance template provided by ACRE (Action with Communities in Rural England) and GRCC (Community action in Gloucestershire).

<https://www.grcc.org.uk/community-buildings/community-building-covid-19-guidance> Appendix F

This document is the final version and was signed off by the hall Committee August 2020.

The document will be updated in response to any changes in Government guidance and if this becomes necessary we will send out the changes.

This Risk Assessment was prepared by Tim Holland (Committee member) in July/August 2020

Reviewed Dec 2020 following Tier 2 restrictions,

<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>

Area / Potential Hazards	Who might be harmed and how?	Actions to manage risks	Further actions to manage risks	Action by who	Action by when	Implemented.
General. Surfaces infected by people carrying the virus.	Cleaning volunteers, occasional maintenance workers	Volunteers provided with protective overalls and plastic or rubber gloves. Volunteers given PPE for use in the event deep cleaning is required. Contractors provide their own	Advise cleaning cloths on light switches and electrical appliances rather than spray disinfectants. Stored in kitchen locked cupboards for volunteer cleaners and available for hirers. Hirers sign up to Special Conditions in line with Appendix E of ACRE guide lines.	Committee	Jul-2020	Yes
General. Disposing of rubbish containing tissues and cleaning cloths.	Cleaning volunteers.	Volunteers provided with protective overalls and plastic or rubber gloves. Additional bins and replacement bags in main hall		Committee	Jul-2020	Yes
General. Someone taken ill during session	Hirer	Covid 19 first aid box and plastic chair has been placed in the isolation space with a notice above in line with ACRE guidance appendix H Laminated instructions for how	Volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Requirement for hirers that they notify the committee added to booking information	Committee	Jul-2020	Yes

		to respond are attached to the box and a laminated copy notes in the box All hall users are made aware of this box when they first use the facilities.				
Car Park. Social distancing is not observed as people congregate before entering premises.	Hirer and class, general public as the car park is used for the post office and church.	Signage at the door encouraging social distancing and use of face covering in the building Close kitchen door access to the hall	Volunteer continues to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Committee	Dec-2020	Yes
Entrance Lobby. Social distancing difficult	Cleaning volunteers, hirers. Door handles, light switches in frequent use.	Floor marking to encourage distancing showing 2m distancing Increase gap between classes to avoid people coming and going avoids pinch. Use fire exit in the main hall as a one way exit. Hand sanitisers	Hand sanitiser needs to be checked regularly. Provide more bins in entrance hall, empty regularly	Committee	Dec-2020	Yes

		provided at entrance and exit to hall				
Entrance Lobby Toilets. Frequent use of door handles, light switches. Social distancing difficult.	Hirers. Surfaces in frequent use; door handles, light switches, basins, toilet handles, seats etc.	Hirer to control numbers accessing toilets one at one time, with attention to more vulnerable users. "Occupied" sign outside toilet to ensure one person at a time. Hirer to clean all surfaces etc. before public arrive unless staff have pre-cleaned out of hours. Posters to encourage 20 second hand washing.	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Committee	Jul-2020	Yes
Main Hall. Door handles, light switches, window catches, tables,	Cleaning volunteers, hirers.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Provide hand sanitiser.	Committee	Jul-2020	Yes

		cleaning staff Floor marked with signs to encourage social distancing.				
Main Hall. Chair backs and arms, soft furnishings	Cleaning volunteers, hirers.	Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Otherwise, removed to stage area and labelled do not use	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Provide hand sanitiser.	Committee	Jul-2020	Yes
Main Hall. Window curtains contaminated	Cleaning volunteers, hirers.	Tie back window curtains as likely to be touched by the public.		Committee	Jul-2020	Yes
Main Hall Toilet. Social distancing difficult	Cleaning volunteers, hirers.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Engaged/Vacant sign	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.	Committee	Jul-2020	Yes

		on door and posters to encourage 20 second hand washing put up				
Main Hall Toilet Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc.	Cleaning volunteers, hirers.	Hirer to clean all surfaces etc before public arrive unless staff have pre-cleaned out of hours.		Committee	Jul-2020	Yes
Small meeting room. Social distancing more difficult in smaller areas. Door and window handles Light switches	Cleaning volunteers, hirers.	Restrict access to small room except for storage. Locked.		Committee	Jul-2020	Yes
Kitchen. Social distancing more difficult	Cleaning volunteers, hirers.	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.	Discourage use of kitchen, encourage hirers to bring their own Food and Drink for the time being.	Committee	Jul-2020	Yes
Kitchen. Door and window handles Light switches. Working surfaces,	Cleaning volunteers, hirers.	Signage at the door encouraging social distancing.	Discourage use of kitchen, encourage hirers to bring their own Food and Drink for the time being.	Committee	Jul-2020	Yes

sinks, cupboard/drawer handles.						
Kitchen. Crockery/cutlery	Cleaning volunteers, hirers.	Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.	Discourage use of kitchen, encourage hirers to bring their own Food and Drink for the time being.	Committee	Jul-2020	Yes
Corridor from kitchen, main hall, small toilet, small room. Social distancing not possible	Cleaning volunteers, hirers.	Public access not required, signs on doors restricting general access		Committee	Jul-2020	Yes
Corridor from kitchen, main hall, small toilet, small room. Pinch point for use of toilet	Cleaning volunteers, hirers.	Lock toilet door to prevent usage.		Committee	Jul-2020	Yes
Stage. Curtains contaminated	Cleaning volunteers, hirers.	Tie back window curtains, add signs saying do not use stage curtains		Committee	Jul-2020	Yes
Stage, understage storage. Storage	Hirer	Hirer to control access and clean as required		Committee	Jul-2020	Yes