

Grange Town Council Risk Assessment



Re-opening Victoria Hall (Covid-19)

Risk Assessment – Re-opening the Victoria Hall for Public Use Post Covid-19 Closure Last updated 21 September 2020

This records the measures that Grange Town Council has in place to ensure that the Victoria Hall is as Covid-19 secure as possible. The measures are all to mitigate against the risk of transmitting the virus. This is supplementary to the usual Victoria Hall Risk Assessment and is written in compliance with the Government (MCHLG) guidance: *'Covid-19 Guidance for the safe use of Multi-Purpose Community Facilities'*.

This is a working document and will be revised as government guidelines and legislation change.

For Grange Town Council's other activities, including those within the Victoria Hall, see the separate Grange Town Council Covid-19 Risk Assessment.

Hazard	Control Measures in Place	Additional Action Required
Hire/use of spaces within the building.	Activities will only re-start as government guidelines allow. Hirers and users have responsibility for managing the risks arising from their own activities. Specific measures for each hire/use will be discussed and agreed; a supplement to the hire agreement confirms these conditions: <i>Special Conditions of Hire during Covid-19</i> (Appendix A).	

Hazard	Control Measures in Place	Additional Action Required
<p>Cleanliness of building, furniture and equipment.</p>	<p>A reviewed cleaning schedule is in place. Surfaces in high-use areas are regularly cleaned. The Hall will be cleaned before and after every use.</p> <p>Bookings are managed so that cleaning between activities can be done.</p> <p>Users are also responsible for cleaning; this is detailed in the <i>Special Conditions of Hire</i> (Appendix A).</p> <p>Staff are provided with rubber gloves and advised to wash outer clothes after cleaning duties.</p> <p>In the event of deep cleaning required if someone falls ill on the premises, PHE guidance will be used.</p>	<p>Cleaning schedule under continual review as building gradually re-opens to public use.</p> <p>Ensure stocks of cleaning equipment are augmented and kept up.</p>
<p>Managing Social Distancing and especially for those attending who may be vulnerable.</p>	<p>Users are responsible for ensuring social distancing within their group.</p> <p>The <i>Covid-19 Secure Guidelines</i> (Appendix B) are clearly displayed in the building.</p> <p>Users will not be exposed to anyone not at their activity as the building, including the council office, is not currently open to the general public. Only booked groups are allowed access.</p> <p>The main doors are not in general use and will remain closed during events or activities.</p> <p>Town Council staff, Victoria Hall upstairs tenants and contractors know when the building is in use and observe social distancing.</p> <p>Bookings are managed so that groups/users have their space to themselves and will not be arriving or leaving at the same time.</p>	

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Hand Hygiene.	<p>Hand sanitiser units have been installed at the side and main entrances, in the main Hall outside the loos and on the landing outside the Chamber.</p> <p>Notices remind users of good hand hygiene.</p>	Hand sanitiser units are checked and replenished regularly.
Someone has, or falls ill with, Covid-19 Symptoms.	<p>'Stay at home if unwell' guidance is displayed at the main and side entrances as part of the <i>Covid-19 Secure Guidelines</i> (Appendix B).</p> <p>Designated 'safe space' for each activity. For users of the main Hall, this is the dressing room behind the stage. Procedure for use if someone becomes ill is detailed in <i>Special Conditions for Hire during Covid-19</i>.</p>	
Pinch Point: Entrance and Foyer	<p>These could get congested and social distancing become difficult. Hirers are responsible for managing the arrival and departure of their group.</p> <p>A one-way system for entering the Hall for activities is in place – users are directed to come in the side door and go out of the fire exit.</p>	
Pinch Point: Main Hall Toilets	<p>Access to the main Hall loos is constricted.</p> <p>The hirer is responsible for controlling numbers accessing loos at one time, with attention to more vulnerable users. One person at a time uses each facility. Cubicles/urinals not in use are taped off.</p> <p>For adult users, a one-way system is in place making use of the glass corridor and the door in front of the stage.</p> <p>The doors to the suites are kept open.</p>	

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	<p>A wall hand-sanitiser unit is installed outside the loos.</p> <p>For groups of children, arrangements are agreed with the organiser so the children can use the dressing room loos as well.</p>	
<p>Upholstered Chairs – virus may remain on fabric. Not easily cleaned.</p>	<p>The use of chairs will be rotated – the Hall has plenty and group numbers will be restricted.</p> <p>The legs and lifting handle will be wiped after use.</p> <p>Everyone is advised to wash their hands after moving chairs.</p>	
<p>Use of smaller rooms - Chamber and Room 4</p>	<p>Obviously, social distancing is harder in smaller places. The same principles of social distancing and good hand hygiene apply.</p> <p>The Hall is used as first resort. Use of smaller rooms is assessed on case-by-case basis as the Community requests them.</p>	
<p>Kitchen</p>	<p>This is a very confined space and use of the kitchen by hirers/users is not currently advised as social distancing would be extremely difficult.</p> <p>Hirers are encouraged to bring their own food and drink for the time being.</p> <p>Where the kitchen is used, for example, to get water, users must clean after themselves. Use is only by agreement with the Hall Manager.</p> <p>Cleaning materials are made available and clearly identifiable.</p> <p>Soap and paper towels are provided.</p>	<p><i>Note – the kitchen is being refurbished August/September 2020 so the facility isn't available anyway.</i></p>

Hazard	Control Measures in Place	Additional Action Required
Event Management	<p>To comply with this Risk Assessment and work with the Town Council to ensure everyone's safety, event organisers must:</p> <ul style="list-style-type: none"> • Restrict numbers attending. • Limit seating with at least one seat between household groups. • Arrange online systems as far as possible. • Ensure bookings are made in advance for all activities – no 'walk-up' admissions. • Keep the space well-ventilated. • Keep a record of all attendees for Track and Trace. • Ensure noise is kept to a minimum to reduce droplet transmission. <p>Full details are in the <i>Special Conditions for Hire</i> (Appendix A).</p> <p>Event organisers must comply with the 14 September 2020 legislation which aims to contain the risk of virus spread to small groups:</p> <ul style="list-style-type: none"> • Arrange activities so as to avoid groups of up to 6 mingling with other groups. • An individual in one group may not join another group during an activity or event, just as people in restaurants may not join another table. • This does not stop people saying hello, waving, smiling, or conversing briefly in the way many are now used to doing while social distancing in the street, shops or at work. • Event organisers should ask individuals who attempt to mingle with another group to stop. Common sense should be applied. 	<p>Event organisers who booked prior to 14 Sept 'Rule of 6' legislation are contacted and updated.</p>
Face Coverings	<p>On 8 August 2020, face coverings were required by law to be worn in public indoor settings. Signage requests that people entering the building wear a face covering.</p> <p>These can be removed depending on the activity, and whether wearing a covering would negatively affect ability to take part. This is addressed as part of the hirers' risk assessment.</p>	

Hazard	Control Measures in Place	Additional Action Required
	Face Coverings do not replace social distancing. Even if a face mask is worn, staff and users should continue to wash hands and maintain social distancing.	

Appendices:

Appendix A – *Special Conditions of Hire during Covid-19*

Appendix B – *Covid-19 Secure Guidelines*

<p>Assessment date: 28 July 2020</p> <p>Assessment completed by Claire Benbow, Town Clerk</p>	<p>Review Date: <i>under continual review</i></p> <p>Last reviewed: 21 September 2020</p>
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