

Covid-19 Building Risk Assessment

Anyone with control of non-domestic premises (such as a community centre, village or community hall) has legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable.

To help decide which actions to take prior to re-opening the building for permitted activity, a **COVID-19 risk assessment should be completed**, taking account of the core guidance on social distancing and the points set out below. This will be in addition to any risk assessment which is already in place for the community facility. See guidance on [completing a risk assessment](#).

Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.

This is the **Covid Secure Risk Assessment for Hovingham Village Hall** demonstrating how the building is Covid secure for staff working in it and those accessing services from it.

Important note:

This risk assessment must be read and worked through in conjunction with the following link on current [Government guidelines](#) applicable to each settings and other relevant guidance. Of particular relevance should be the guidance on [working safely in offices and contact centres](#) and [safe use of multi-purpose community facilities](#).

Review and tailor the contents of this generic risk assessment to reflect the Covid risks from your service's activities, deleting anything that is not applicable. Any actions that are not yet in place should be moved from the 'Controls in place' column to the 'Further actions' column.

Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

Covid-19 Building Risk Assessment

Building	Hovingham Village Hall
Name of assessor	The Management Committee
Version Control	Inspection and first draft April 2021 Final Draft April 27 th 2021

What are the hazards?	Infection from the Coronavirus disease (Covid-19)				
Who may be harmed and how?	<ul style="list-style-type: none"> • The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes • The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. • People can catch the virus from others who are infected by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. • Anyone can be affected - staff, contractors, visitors, members of the public etc. 				
Controls in place	Further Actions	By whom?	By when?	Date Completed	
<u>Action Required to Enable reopening of Hall</u> Deep cleaning of Hall Monthly inspection to be carried out Water system to be flushed	Contact cleaner to arrange before reopening As per rota	W.S By designated committee member	Before opening According to monthly rota		
<u>Controlled return to the building</u>	Risk assessments relating to each group activity to be carried out by hirers and submitted to management committee in advance of activity taking place for approval. Hirers to supply any additional	Hirers	Before use of hall facilities		

	Sanitiser and wipes necessary to ensure safety of those attending events.			
<u>Signage</u> <ul style="list-style-type: none"> Range of signage displayed throughout building advising on social distancing and hand hygiene. 	<p>Arrange flow for entry and exiting hall safely to avoid pinch points. Contact Ryedale for any available signage</p> <p>Suggested routes to be communicated to hirers in advance of booking.</p>	AF, MW	Before reopening	
<u>Social Distancing</u> <ul style="list-style-type: none"> Maximum building occupancy reduced. Fire evacuation reviewed to include strategies around social distancing where possible 	<p>Hirers to be reminded of the importance of social distancing both inside and outside the hall.</p> <p>Hirers to be made aware of first aid kit and defibrillator location.</p> <p>Hirers to be aware of fire evacuation assembly point.</p>	<p>Hirers</p> <p>Committee members</p>	<p>According to risk assessment</p> <p>Prior to activity</p>	
<u>Hand Washing</u> <ul style="list-style-type: none"> Hand sanitiser provided at building entrance/exit. Hand washing facilities with soap and water available. Signage in place to encourage increased frequency of hand hygiene in place across the building. 	No further action required, it should be suggested that hirers provide their own sanitiser and encourage regular use.	Booking Secretary	When booking	
<u>Cleaning</u> <ul style="list-style-type: none"> Cleaning regime in place 				

<ul style="list-style-type: none"> Enhanced cleaning of frequent touch points - door handles, drinking water taps and sink taps. 	<p>Committee members to ensure cleaning standards are being adhered to and recorded.</p> <p>Additional cleaning to be arranged following confirmed case of Covid in the building after quarantine period of 72 hours</p>	Hall cleaner		
<p><u>Meetings</u></p> <ul style="list-style-type: none"> Meeting rooms have strict maximum occupancy and signage in place on door of each room informing that. Regular communications to staff to encourage them to hold virtual meetings instead of face to face. <p>Soft furnishings to be removed from meeting rooms</p>	<p>Committee to continue to encourage the use of virtual meetings instead of face to face meetings where possible.</p> <p>Where meeting rooms used strict guidance given in line with Social distancing. Encourage good ventilation and fresh air flow.</p> <p>To be stored securely till full reopening allowed</p>	Committee members	In advance of activity	
<p><u>Kitchen and toilets</u></p> <ul style="list-style-type: none"> Signage displayed in kitchen areas reminding users to maintain social distancing, refrain from sharing food with colleagues, use sealed containers for storage of food and to use the dishwashers for cleaning of cutlery, crockery and glasses. Signs on the main toilet doors advising people to maintain social distancing. 	<p>Numbers using the toilets at any one time will be kept under review and additional measures to restrict numbers using the toilets will be introduced if necessary.</p>	Hirers responsible for attendees		
<p><u>Confirmed COVID-19 Case in building</u></p>				

<ul style="list-style-type: none"> • If any attendees start to display COVID-19 symptoms - a new continuous cough; a high temperature; a loss of, or change in sense of taste or smell; they will be sent home and advised to follow the stay at home guidance. • Committee members notified via Test and Trace service must self-isolate to help stop the spread of Covid-19. 	Hall to be closed for deep clean after 72 hour quarantine. committee to be informed.	All		
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<h2>Consultation Process</h2>	
Assessment shared for consultation	All Management Committee members
Signed off by the Management Committee	April 27 th 2021
Risk assessment will be reviewed dynamically and updated following any significant changes	
Once the risk assessment has been agreed with The Management Committee A Covid-19 Secure poster will be displayed in entrance	