



Risk Assessment for Opening Knighton Parish Centre and Holbrook Hall to the Public

Knighton Parish Centre (St Mary's) & Holbrook Hall (St Guthlac's)	Date completed: 22.08.20	Review date:
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Area of Focus: reopening for public groups to hire

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

Introductory points drawn from the Government guidance:

- Everyone still has to abide by social distancing guidance - so 2m with masks, and extra ventilation wherever possible.
- All Hirers must abide by the limits that ***we calculate*** for the capacity of rooms (see below).
- Hirers should already have their own risk assessment for the use of the Centre/Hall and should add to that a list of extra requirements and points of action drawn from our risk assessment. The Hirer's amended risk assessment should be available to us if requested, for monitoring purposes.
- The only practical way to manage cleaning between groups is for hiring groups to have that responsibility themselves. They will need to agree to clean door handles, light switches and other frequently used surfaces (such as chairs) both before and after their group session - this is because there can be no guarantee that the previous group have cleaned properly, but the new group needs to ensure their members are protected.
- Hirers will need to bring their own cleaning materials and take them away again afterwards, including any waste/rubbish they produce - nothing to be left in the Centre. Hirers have the responsibility of providing safety and protective equipment for cleaning (gloves etc) and for ensuring that those cleaning do not come from a 'vulnerable group'. Hirers also need to clean surfaces and handles in the toilets as part of this exercise (though not the toilets themselves). Normal cleaning products can be used.
- Hand sanitising needs to be encouraged and expected by everyone. We have the responsibility to make sure there is plenty of soap and paper towels available at all times and it is good practice to have sanitiser by all entrances/exits. Hirers also need to provide sanitiser though for use during their own sessions and as a supplement to ours.

- From 8th August face coverings must be worn in a range of indoor facilities and our Centre & Hall are included in this. Children under 11 and certain groups of adults (medical conditions for example) are exempt. Any hirer wanting to **not** require and wear face coverings will have to demonstrate very convincingly why this should be allowed and how they would mitigate risk factors - decisions about face coverings or reducing social distancing need to be made by the Buildings Group (St Mary's) or Standing Committee (St Guthlac's) via the Vicar. Hirers will need to make their request well in advance in order to allow for proper consideration.
- Signs will remind everyone about hygiene and social distancing, and there will be a checklist for each hiring group to tick off, sign and leave for us to show that they have cleaned everything as they should.
- Singing, wind instruments and activities that promote shouting are not permitted. Performances are also not permitted.
- Each hirer will need to keep a register of who attends their group (or indeed anyone who enters the building during their hiring), with a contact number, for 21 days after the event. This is for track and trace purposes. The hirer is responsible for keeping and making available this list as necessary.
- The car park at KPC can open.
- Groups exclusively for children should take account of these extra regulations: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>
- Groups for sporting activities also need to take account of these regulations: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>
- Refreshments should not be served and individual users should not share food or drink. The kitchen is not currently to be used.

Our room limits have been calculated and agreed as the following, which all hirers* must adhere to:

Holbrook Hall:	main hall	30
Knighton Parish Centre:	main hall	30
	lounge	15
	Cottage Rm	9

* St Mary's Pre-School is subject to separate arrangements based on specific Government guidance.

Hazards identified and level of risk	Controls required	Additional information	Action by whom?	Completed – date and name
<p>1. Potential for staff and volunteers carrying out cleaning, caretaking or some internal maintenance tasks to be exposed to the virus from an infected person entering the building. <i>Risk level: MEDIUM</i></p>	<p>Staff/volunteers provided with protective overalls and gloves. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given Public Health England guidance and PPE for use in the event deep cleaning is required. 'Stay at home' guidance at entrance and in Main Hall for anyone with symptoms.</p>		Buildings Group/ Standing Comm through caretaker	August 2020
<p>2. Potential for hirers and volunteers who are either extremely vulnerable or over 70 to be exposed to the virus from an infected person entering the building. <i>Risk level: HIGH</i></p>	<p>Those in the vulnerable category are advised not to attend the Centre/Hall for the time being unless mitigating measures can be put in place i.e. further distancing, separate entering and leaving etc .</p>		Advice given to hirers with hire agreement; hirers to pass onto group members	On-going
<p>3. In the car park/paths/ exterior areas social distancing may not be observed as people congregate before entering premises and litter/tissues may be dropped. <i>Risk level - MEDIUM</i></p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Group cleaners asked to check area outside doors for rubbish which might be contaminated.</p>	<p>Outside areas are advised by Government to be less risky, the main risk is likely to be where people congregate. Ordinary litter collection arrangements can remain in place.</p>	Advice given to hirers in this RA: hirers to pass onto group members	On-going
<p>4. Entrance hall/lobby : Potential for virus transmission on doors and handles at entry and exit points, and when people are in close proximity in doorways. <i>Risk level – MEDIUM</i></p>	<p>Point of entry clearly identified and everyone asked to sanitise their hands by door straight after entering and before leaving.</p>	<p>Hand sanitiser needs to be checked daily.</p>	Sanitising 'station' to be set up by caretaker.	Before 8 th Sept.

Hazards identified and level of risk	Controls required	Additional information	Action by whom?	Completed – date and name
	<p>Markings to indicate where to wait on entering and leaving the building, ensuring social distance is maintained. Doors to remain propped open while building is in use.</p> <p>Signs needed as reminder and sanitiser on welcome table.</p> <p>NB Emergency exits available at all times.</p>			
<p>5. All shared rooms: potential for virus transmission if social distancing requirements are not met.</p> <p><i>Risk level - HIGH</i></p>	<p>Establish maximum number that can be seated when seats are spaced 2m apart in each direction and face the same direction.</p> <p>Publicise and require adherence to the agreed maximum number.</p> <p>Ask that seating be controlled by only putting out agreed number.</p> <p>Communicate precautions and how to use the building before visitors arrive and on door.</p> <p>Face coverings to be required for all.</p>	<p>See introduction for limits</p> <p>Unneeded furniture and equipment to be stored or designated as 'not to be used'.</p> <p>A speaker to a group, more than 2m away, may speak without a face covering.</p>	<p>Buildings Group or Standing Committee</p> <p>Caretaker and Bookings Secretary to circulate RA with hire agreement</p>	<p>COMPLETED August 2020</p> <p>On-going</p>
<p>6. Main Hall: potential for virus transmission on door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else</p>	<p>Organisers of each hiring group to arrange for cleaning and</p>	<p>On-going</p>

Hazards identified and level of risk	Controls required	Additional information	Action by whom?	Completed – date and name
<p>NB: Soft furnishings which cannot be readily cleaned between uses. <i>Risk level: HIGH</i></p>	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity. Users to be encouraged to clean hands regularly.</p>	<p>touching them unless wearing plastic gloves.</p>	<p>to provide hand sanitiser.</p>	
<p>7. Small meeting rooms and offices: potential for virus transmission is higher as social distancing is more difficult in smaller areas. Same cleaning issues as for main hall. <i>Risk level: HIGH</i></p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms. Cleaning controls as above.</p>		<p>Steph when discussing with hirers. Cleaning – as above.</p>	<p>On-going</p>
<p>8. Store cupboards (cleaner etc) and boiler room: social distancing not possible and cleaning of door handles, light switch needed. <i>Risk level: MEDIUM</i></p>	<p>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p>		<p>caretaker</p>	<p>On-going</p>
<p>9. Storage rooms (furniture/equipment): social distancing more difficult and cleaning of door handles, light switches, equipment needed. to be moved not normally in use. <i>Risk level: MEDIUM</i></p>	<p>Hirer to control accessing and stowing of equipment so as to minimise closer distancing. Hirer to ensure non-essential equipment is not touched. Hirer to clean equipment before and after use.</p>		<p>Hirer</p>	<p>On-going</p>

Hazards identified and level of risk	Controls required	Additional information	Action by whom?	Completed – date and name
10. Kitchen: social distancing is more difficult. Same cleaning issues as for other rooms, plus working surfaces, sinks, cupboard /drawer handles, fridge/freezer, crockery/cutlery, kettles /hot water boiler, cooker/dishwasher. <i>Risk level: HIGH</i>	Kitchens in both Knighton parish centre and Holbrook hall are not to be used currently . Users may bring snacks, water, coffee etc for their personal use only.		Hirers advised in RA and hire agreement	COMPLETED August 2020
11. Toilets: social distancing difficult, and cleaning of door handles, light switches, baby changing and other surfaces needed. <i>Risk level: HIGH</i>	Control number of people using toilets at any one time. Everyone encouraged to wash hands for 20 seconds plus, with soap. Hirers to clean these surfaces before and after group use. Daily cleaning by staff.	Display request to wait outside. Guidance does not require basins and toilets themselves to be cleaned by hirers, as long as other directions are followed.	Caretaker Hirers Cleaning Staff	By 8.9.20 On-going On-going
12. Possibility that someone may become ill or show symptoms during time in Centre/Hall. <i>Risk level - LOW</i>	The building should be cleaned in line with Government guidance where a suspected case of COVID19 has been recorded. All present at the time should be encouraged to have a virus test.	Hirers should notify caretaker/booking sec as soon as possible, who will then consult on need to inform other users.	Hirers Staff	As needed
13. Potential to spread the virus beyond the specific group if introduced to the building. <i>Risk level – MEDIUM/HIGH</i>	Keep an accurate temporary record of visitors for 21 days, by asking for (and listing) names on entry, and contact phone number for any visitors.	An important responsibility for each hirer and group.	Hirers	On-going

Hazards identified and level of risk	Controls required	Additional information	Action by whom?	Completed – date and name
	<p>Hirer to notify booking sec if they become aware of anyone becoming ill soon after being in the building.</p> <p>Assist NHS Test and Trace with requests for that data if needed for contact tracing and the investigation of local outbreaks.</p>		<p>Hirer</p> <p>all</p>	<p>If needed</p> <p>As needed</p>