

## Liss Parish Council COVID-19 Risk Assessment

### Liss Village Hall

*The health and wellbeing of anyone on our premises, as well as the wider community, is our priority. Liss Parish Council (hereafter referred to as 'LPC') have undertaken this risk assessment and agreed the steps below, along with amending our terms and conditions of hire to include COVID-19 Special Conditions of Hire, to ensure everyone remains as safe as possible during the COVID-19 pandemic.*

Assessment date: 27<sup>th</sup> August 2020

Assessor name: Lizzy Keeling

Brief description of site: The Liss Village Hall is a single storey community building hired out to parishioners for activities including exercise classes, parent and baby/toddler groups and private parties. Facilities include:

- main hall (14 x 7 metres);
- stage (6 x 3 metres);
- male, female and accessible toilets;
- kitchen (6.5 x 3 metres);
- store cupboards;
- back corridor.

#### **Liss Parish Council – what we will do:**

1. Provide Hirers with LPC COVID-19 Special Conditions of Hire for them to acknowledge and sign. We will also provide this document on our website.
2. Notify Hirers premises are not sanitised by LPC between hire and use is entirely at their own risk.
3. Guidance Signs / Posters will be displayed at the front door, main area, and toilets to prompt about social distancing and following the current COVID-19 control measures.
4. Provide touchless hand sanitiser dispensers at entry / exit and in the main hall and sanitising gel regularly replenished. Attendees must sanitise their hands before, after and at regular intervals during their session.
5. Provide hand soap dispensers and paper towels in the toilets and ensure these are regularly replenished.
6. Immediately close the building if informed of a COVID-19 diagnosis of someone who used the premises and inform any hirers affected of the closure. The building will be deep cleaned before reopening for hire.
7. Immediately close the building if informed of someone using our premises displaying COVID-19 symptoms and inform any hirers affected of the closure. The building will be deep cleaned before reopening for hire.

8. Provide an Emergency COVID-19 Responder Pack that will contain a protective apron, mask and gloves as well as tissues, hand sanitising gel and a bin bag that can be used to assist someone displaying COVID-19 symptoms during the Hire session
9. Encourage Hirers to operate a booking system to enable social distancing to be maintained.
10. Cleaners and LPC Staff will fully ventilate the premises whilst cleaning or performing maintenance duties by opening windows and doors.
11. Provide sanitising agents that Hirers may use to sanitise high contact areas before and after their sessions.
12. Remind Hirers of Celebration Events that numbers are limited to 30 people
13. Unlock the kitchen only when Hirers have specifically requested to use it

### **Hirer – what you must do:**

1. Read and sign the COVID-19 Special Conditions of Hire and return the signed document to the Assistant Clerk prior to your session
2. Ensure all attendees sanitise their hands before, after and at regular intervals during your session
3. Immediately inform the Assistant Clerk if someone who used the premises during your session is diagnosed with COVID-19.
4. Immediately inform the Assistant Clerk if someone falls ill with COVID-19 symptoms during your session.
5. Ensure social distancing can be maintained by all attendees throughout your session, including when using toilets (e.g. you wish to implement a one-way system to ensure corridors do not become pinch points).
6. Contemplate operating a booking system to limit numbers to enable social distancing to be maintained
7. Open doors and windows during your session to limit aerosol dispersal, if feasible.
8. Sanitise high contact touch points using the sanitising agents supplied, before, after and at regular intervals during your session. Particular attention must be given to: Door handles, Lights switches, Alarm keypad, Chairs, Taps
9. Collect the contact details of anyone who enters the building during your session for NHS Test and Trace. If done in writing at the beginning of the session you must ensure this is performed by one person so attendees do not share a pen.
10. Ensure fitness and sports activities with young people be only be held outdoors
11. Request carers of toddlers bring their own toys and not allow others to use them
12. Limit the number of attendees to a maximum of 30 people for celebrations events and weddings
13. Bring your own tea towels if using the kitchen
14. Sanitise kitchen worktops before and after use. Thoroughly wash and dry any crockery and cutlery after use. You must use gloves to put away clean crockery and cutlery after washing.
15. Ensure face coverings are worn by anyone entering the building during their session (unless they have a valid exemption - age, health or disability). By law face coverings may only be removed if undertaking exercise or an activity where wearing a face covering would negatively impact their ability to do so (this includes eating, taking medication etc...). Where masks are removed the Hirer must ensure there is good ventilation and attendees observe 2 metres social distancing.

## Risk Rating Guide:

Score	5	4	3	2	1
Column A: Severity of Injury	Very High – Multiple Deaths	High – Death, serious injury, permanent disability	Moderate – RIDDOR over 3 days	Slight – First Aid treatment required	Negligible - Very Minor
Column B: Likely Occurrence	Inevitable	Highly Likely	Possible	Unlikely	Remote Possibility

Risk Rating Score	Action
1-4 Broadly Acceptable	No action required
5-9 Moderate	Reduce risks if reasonably practicable
10-15 High Risk	Priority action to be undertaken
16-25 Unacceptable	Action must be taken immediately

Key
A: Severity of Injury (1-5)
B: Likely occurrence (1-5)
C: Risk Rating (A x B)

Hazard	Who & how affected	Existing Control Measures	A.	B.	C.	Further Measures Needed	A.	B.	C.	Action & Notes
<p><b>Infectious disease:</b> Contracting COVID-19 coronavirus.</p> <p>Infected people can transmit COVID-19 when they both have symptoms and when asymptomatic</p> <p>COVID-19 spreads between</p>	<p><b>LPC Staff / Members of the Public:</b> Potential for severe illness and death.</p> <p><b>LPC Staff:</b> Clinically vulnerable groups.</p>	<p><b>Symptoms of COVID-19</b> Public are required to follow government guidance to self-isolate if they exhibit any of the COVID-19 symptoms.</p> <p><b>Social Distancing</b> Public are required to follow government guidance on maintain social distancing.</p> <p><b>Hand washing</b> Public are required to follow government guidance on the hand washing and sanitising of hands before and after</p>	5	3	15	<p><b>COVID-19 Safe Use of Premises Guidance</b> Procedures for controlling the COVID-19 risk and ensure general control measures are followed during hire. COVID-19 Special Conditions of Hire to be acknowledged and signed by hirer prior to session. It will also be made available on the LPC website.</p> <p><b>Guidance Signs / Posters</b> Visible at the front door, main area, and toilets to prompt about social distancing and following the current COVID-19 control measures. Hirers are notified that the premises are not sanitised by LPC between hirers and use is at their own risk.</p> <p><b>Hand Hygiene</b> Touchless hand sanitiser dispenser to be installed at entry / exit and in the main hall and sanitising gel regularly replenished. Hirers must ensure</p>	5	1	5	<p>Assistant Clerk and Hirer</p> <p>Assistant Clerk</p> <p>Assistant Clerk and Hirer</p>

Hazard	Who & how affected	Existing Control Measures	A.	B.	C.	Further Measures Needed	A.	B.	C.	Action & Notes
<p>people through DIRECT CONTACT with infected people or INDIRECTLY, through surfaces and contaminated objects.</p> <p><b><u>DIRECT CONTACT:</u></b> People who are in close contact with an infected person, particularly in inadequately ventilated indoor venues, can catch COVID-19 when infectious mouth and nose secretions get into their mouth, nose or eyes.</p> <p><b><u>INDIRECTLY:</u></b> People with the COVID-19 in their noses and throats</p>		<p>contact with communal surfaces.</p> <p>Hand soap dispensers and paper towels are provided in the toilets and regularly replenished.</p>				<p>attendees sanitise their hands before, after and at regular intervals during their session.</p> <p><b><u>Diagnosis of COVID-19 after hire</u></b> Hirers must inform the Assistant Clerk if someone who used the premises during their session is diagnosed with COVID-19.</p> <p>On being informed someone who used the building was diagnosed with COVID-19 the premises will be immediately closed and undergo deep cleaning before reopening. Staff given PHE guidance and provided with protective overalls and gloves. Contractors to provide their own. Staff advised to wash outer clothes after cleaning duties and dispose of cleaning cloths.</p> <p><b><u>Symptoms of COVID-19 during hire</u></b> If someone falls ill with symptoms of COVID-19 during hire the Hirer must ask the person to isolate themselves. The Hirer must protect themselves with items in the Emergency COVID-19 Responder Pack provided (containing protective apron, mask, gloves, tissues, hand sanitising gel and a bin bag) before assisting the person displaying symptoms. All attendees must be asked to leave. Hirer must inform the Assistant Clerk who will close the building for deep cleaning.</p> <p><b><u>Social Distancing</u></b> Hirer must ensure social distancing can be maintained by all attendees throughout their session, including when using toilets for example the hirer may wish to implement a one-way system to ensure corridors do not become pinch points. A one-way system can be implemented through main entrance and out the fire door leading to the side alley.</p>				<p>Hirer</p> <p>Assistant Clerk and LPC Staff</p> <p>Assistant Clerk and Hirer</p> <p>Hirer</p>

Hazard	Who & how affected	Existing Control Measures	A.	B.	C.	Further Measures Needed	A.	B.	C.	Action & Notes
<p>may leave infected droplets on objects and surfaces (called fomites) when they sneeze, cough or touch surface. Other people may become infected by touching these objects or surfaces, then touching their eyes, nose or mouth before cleaning their hands.</p> <p>Fomites can remain infectious from a few hours (copper) to 5 days (plastic &amp; wood).</p>						<p>Hirer encouraged to operate a booking system to limit numbers to enable social distancing to be maintained</p> <p><b><u>Ventilation</u></b>  Hirers are encouraged to have as many doors and windows open during their session to limit aerosol dispersal.</p> <p>Cleaners and LPC Staff to have windows and doors open whilst cleaning or maintenance of premises.</p> <p><b><u>Cleaning</u></b>  High contact touch points must be sanitised by hirer, using the sanitising agents supplied, before, after and at regular intervals during their session. Particular attention given to:</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Lights switches</li> <li>• Alarm keypad</li> <li>• Chairs</li> <li>• Taps</li> </ul> <p>LPC will provide sanitising agents and bins for used products and wipes to be safely thrown away in</p> <p><b><u>Contact tracing</u></b>  Contact details persons who enter the building during the session should be taken, for NHS Test and Trace, by one person so attendees do not share a pen. The hirer is encouraged to have a booking system to manage numbers and obtain contact details.</p>				<p>Hirer</p> <p>LPC Staff</p> <p>Hirer</p> <p>Assistant Clerk</p> <p>Hirer</p>

Hazard	Who & how affected	Existing Control Measures	A.	B.	C.	Further Measures Needed	A.	B.	C.	Action & Notes
						<p><b><u>Activities for children / young people</u></b>  Fitness or sports activity should only be held outdoors. For activities with toddlers, soft toys should be avoided and carers encouraged to bring their own toys and not share them with others in the group.</p> <p><b><u>Weddings / Celebration events</u></b>  Numbers are limited to 30 people. Low volume recorded music is recommended as live music is not permitted (note a musician may play a non-wind instrument) to avoid aerosol dispersal.</p> <p><b><u>Use of kitchen</u></b>  Kitchen to remain locked unless it has specifically been hired out.</p> <p>Hirer must bring their own tea towels to prevent cross contamination.</p> <p>Hirer must sanitise kitchen worktops before and after use. All crockery and cutlery to be thoroughly washed and dried after use. Gloves must be used to put away clean crockery and cutlery after washing.</p> <p><b><u>Use of face coverings</u></b>  Hirers must ensure face coverings are worn by anyone entering the building during their session (unless they have a valid exemption).</p> <p>Face covering may be removed if undertaking exercise or an activity where wearing a face covering would negatively impact your ability to do so (this includes eating, taking medication etc...)</p>				<p>Hirer</p> <p>Assistant Clerk and Hirer</p> <p>LPC Staff</p> <p>Hirer</p> <p>Hirer</p>