

THE RILEY-SMITH HALL CHARITABLE COMPANY

COVID-19 Risk Assessment (v4) - 24th June 2021

Area, Activity or People at Risk	Risk Identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors, volunteers and visitors</p>	<p>Risk of virus transmission indoors.</p> <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Breathing excessive anti-viral spray aerosols.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional maintenance workers not following guidelines.</p>	<p>Stay at home requirement if unwell poster at entrances.</p> <p>Staff/volunteers provided with gloves, face masks and visors.</p> <p>Provide ventilation by opening windows and exterior non-fire doors whenever weather/security permits.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Maintenance workers must be supervised.</p> <p>External contractors must provide their own PPE.</p> <p>Visitors must wear face masks.</p>	<p>All surfaces must be cleaned with anti-viral spray with disposable cloths.</p> <p>Exterior doors under the stage can be opened.</p> <p>Doors from ballroom to foyer can be opened.</p> <p>Doors under stairs in foyer can be opened.</p> <p>3 vents in ballroom roof to be opened (by caretaker only).</p> <p>Balcony door in Supper Room and windows can be opened.</p> <p>Face masks can be removed if the user has a health/disability issue or if the user is undertaking an exercise or activity where a mask would negatively affect their ability to do so. Masks can be removed to eat/drink.</p>

<p>Vulnerable people</p>	<p>Staff/volunteers/visitors who are either extremely vulnerable or over 70 could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Volunteers/Trustees/Visitors in the vulnerable category are advised not to attend for the time being.</p> <p>Volunteers/Trustees/Visitors over 70 to identify whether additional protection is needed if they visit the Hall.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless they agree it can be shared.</p>
<p>Front forecourt, rear paths and service yard</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p>	<p>Display social distancing signage on exterior noticeboard, front door and rear fire doors.</p> <p>Cleaner to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Front entrance hall and foyer</p>	<p>Possible "pinch point" and busy area where the risk is social distancing will not be observed in a confined area.</p> <p>Door handles in frequent use.</p>	<p>No waiting or congregating in the entrance hall. If 2m distancing cannot be maintained face coverings must be worn. Parents collecting children from classes must wait outside the building.</p> <p>Distancing signage will be erected.</p> <p>Door handles and light switches to be cleaned every session.</p> <p>Hand sanitiser to be provided by the entrance.</p> <p>Appropriate buffer time between hires to remove need for queueing and to allow for cleaning.</p>	<p>No dual hire until the next review i.e. the Ballroom and Supper Room cannot be used simultaneously by different hirers.</p>

<p>Toilets</p>	<p>Social distancing difficult if busy.</p> <p>Surfaces in frequent use = door handles, light switches, basins, flush handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Maximum of 3 people in ladies and gents at any one time.</p> <p>Signage encouraging hand washing, distancing and advising toilet room capacity.</p> <p>Contact surfaces cleaned between hires with anti-viral spray.</p>	
<p>Ballroom & Supper Room</p>	<p>Door handles, tables, chair backs.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>People raising voices/shouting due to music being played loudly and increasing the risk of droplets/virus transmission</p> <p>Social distancing lapses</p>	<p>Door handles, tables and chair backs to be cleaned by staff between each hire.</p> <p>Pre-recorded music to be kept to a very low volume, avoiding the need for people to raise voices/shout.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Maximum room capacity for 2m distancing: Ballroom = 65 people. Supper Room = 20 people*</p>	<p>Surplus chairs removed to secure store.</p> <p>Maximum capacity excludes any staff/volunteers that need to be present.</p> <p>*from June 2021 wedding receptions and theatre shows can take place. Despite higher capacity limits indicated by the Govt, the hall management committee has decided to apply the capacity limits indicated for any function. This restriction is to enable adequate social distancing of guests in the building, the safety of staff and to avoid overcrowding in the small foyer area and toilets.</p>
<p>Dressing Rooms</p>	<p>Confined space with narrow corridor and poor ventilation</p>	<p>Stage door to be kept open and toilet window vents to be open. Occupancy based on individual hirer's risk assessment/bubble size.</p>	<p>Hirers must conform to their governing body's guidance on bubbles for performers.</p>
<p>Kitchen</p>	<p>Confined space</p>	<p>No public access - catering staff only.</p>	<p>Catering operators to provide their own risk assessment. Copy to Trustees for approval first.</p>
<p>Bar Servery</p>	<p>Confined space</p>	<p>No public access - bar staff only, From 24 Sept 2020 table service only.</p>	<p>Bar operators to provide their own risk assessment. Copy to Trustees for approval first.</p>

<p>Storage Rooms (furniture/equipment)</p>	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	<p>All tables and chairs required will be put out by the caretakers and then will be cleaned and rotated as needed.</p>	<p>Surplus chairs removed to prevent use.</p> <p>Hirers using the storage rooms (choirs/baby ballet) are not expected to return for the time being.</p>
<p>Hirers and Guests</p>	<p>That activities will not be undertaken safely or that too many attendees will overcrowd the Hall.</p> <p>That infections will need to be traced if they occur.</p>	<p>A risk assessment will be undertaken with each hirer and their activities may need to be redesigned to accommodate expected numbers.</p> <p>Hirers must ensure that all activities are only available by pre-booking. No walk-ins!</p> <p>Hirers will be asked to keep a register of attendees for 21 days in case NHS Track and Trace need to contact them.</p>	<p>The maximum capacity of the hire rooms will be assessed based on 2 metre distancing.</p>
<p>Unsuitable Activities</p>	<p>That some previous classes are still inherently too risky to be re-started.</p>	<p>Following Government guidelines these activities cannot restart at this time of this risk assessment:</p> <p>Birthday parties and large family gatherings</p> <p>Social dancing (however organised private dance schools/lessons are allowed)</p>	<p>Guidance will be reviewed regularly to take into account changes to the Government guidelines and rules.</p>