

Hirer's COVID-19 Risk Assessment for use of Cosy Hall – October 2021



This COVID-19 Risk Assessment has been updated in line with Plan A of the [Government's Covid Response: Autumn and Winter Plan 2021](#) and has been prepared using the most recent guidance issued by [ACRE](#) (of which Cosy Hall is a member) who have distilled the government's plan as it pertains to village and community halls. ACRE work with relevant government departments so that hall managers have confidence that they are working to 'joined up' guidance and other Health Protection Regulations. Guidance on ventilation by [CIBSE](#) is also referenced as well as other government pages dealing with [Working Safely During Coronavirus \(Covid-19\)](#).

Village and community hall managers need to continue to risk assess for Covid-19 as part of health and safety risk assessment and take reasonable steps to mitigate any identified risks.

This document, along with supporting documentation, will be issued as part of the Special Conditions of Hire and will be available on the Cosy Hall website.

There are a number of key points which underpin our COVID-Secure status. Please ensure your clients are aware of them:

1. COVID-19 Risk Assessment
2. Minimise contact with individuals who are unwell
3. Clean your hands often
4. Respiratory Hygiene – face coverings and good ventilation
5. Regular cleaning of frequently-touched surfaces
6. Avoid close contact with people you are not regularly in contact with

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice or direction that may be forthcoming, including implementation of Plan B. As with all risk assessments, it is a living document and subject to change.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities pertaining to the activities occurring as part of a hiring arrangement. See the embedded links for further details.

This assessment identifies as far as possible, all risks relating to COVID-19 and mitigates for them as far as is reasonably practicable within current government guidelines.

Signed:  ...21/10/21... Victoria Talbot, Chair of the Cosy Hall Management Committee



Who might be at risk	Risk Identified	Initial Level of Risk (High/Medium/Low)	Management/Control of Risk	Remaining Level of Risk (High/Medium/Low)	Comments/ Review/ Assess/ Revise
Staff, contractors and volunteers, hall users	Transmission of virus due to lack of awareness of new procedures	M/H	<p><u>Induction:</u></p> <p>All hirers must be briefed on new procedures:</p> <ol style="list-style-type: none"> 1. Hirers will be supplied with copies of this risk assessment and the following supportive documents: <ol style="list-style-type: none"> a. Special terms of hire b. Blank risk assessment template (hirers) 2. Distribution will be either by: <ol style="list-style-type: none"> a. Email and asked for confirmation by email that this has been read and agreed to (preferred method) <p style="text-align: center;">OR:</p> <ol style="list-style-type: none"> b. Hard copy with the individual to sign to say that they have received it and will read and agree to its requirements. 3. Verbal explanation and clarification to be offered, either by phone or video call (preferred) or face to face with social distancing measures in place. Hirers will also be asked to visit the hall to check that they understand and gain an appreciation of the sizes of 	L/M	



	Mental stress		<p>the rooms and their capacities and that they understand the new procedures.</p> <p>All hall volunteers, staff and users are encouraged to know that they can raise concerns.</p> <p>Cosy Hall staff or volunteers will check with users that arrangements are working well and that they are happy.</p> <p>Cosy Hall staff and volunteers to support each other and to consult with the Management Committee over concerns and report on progress.</p>		
Staff, volunteers, hall users, contractors.	Community transmission of the SARS-Cov-2 virus	M/H	<p><u>General:</u></p> <p>Anyone with COVID-19 symptoms must stay away from the hall.</p> <p>Posters displaying symptoms and instructions on what to do are displayed.</p> <p>Catch it, Bin it, Kill it posters will be displayed</p> <p>Frequent hand-washing/sanitising is encouraged</p> <p>Test and trace: Cosy Hall to keep a record of hirers and their contact details for minimum of 21 days to be supplied as needed to Test and Trace officials in the event of an outbreak of COVID-19. Hirers are encouraged to keep records of their attendees and ask their clients who have smartphones to remember to 'check in' to Cosy Hall using the QR code and Test and Trace app.</p>	L/M	



		<p>In the event that information is received which makes clear that a person who has tested positive for COVID-19 has been in Cosy Hall then the manager or treasurer will contact the T+W Health Protection Hub and follow their instructions</p> <p>Hall users with underlying medical conditions, or those over 70, are still advised to limit their number of social interactions. Hirers should therefore be encouraged to be mindful of whether they have users in this group, if they are potentially clinically vulnerable, potentially anxious about re-joining community activities and how they will address the need to keep them safe. This is important because, although vaccinations reduce the risk of hospitalisations, the new variants are a concern.</p> <p><u>First Aid Provision:</u></p> <p>The Green Room on the ground floor has been set aside as a designated first aid space. A first aid kit is available here and easy access to toilets with hand-washing facilities is close by.</p> <p>A First Aid kit is also available in the Susan Miles room for hirers using the first floor.</p> <p>Those administering first aid should follow the guidance note provided with the First Aid boxes on administering first aid during the COVID-19 pandemic. Maintain social distancing where possible, but the priority is always the 3 Ps - preserve life, prevent worsening, promote recovery.</p>	<p>healthprotectionhub@telford.gov.uk</p> <p>Government Guidance on First Aid Provision in non-healthcare settings</p>
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			<p><u>Persons displaying COVID-19 symptoms:</u></p> <p>Anyone displaying symptoms should, if they are able to, go straight home in their own vehicle and make arrangements to be tested.</p> <p>Anyone unable to make their way home should, if they are able to, make their way to the designated first aid area in the Green Room until arrangements for them to safely go home can be made. Any waste generated must be double-bagged.</p> <p>The hirer/organiser must then inform Cosy Hall staff/volunteers who will inform the T+W Health Protection Hub and the Test and Trace service.</p>		
Staff, volunteers, hall users, contractors	<p>Contraction of SARS-Cov-2 virus by inhalation or ocular transmission (general).</p> <p>In general, the risk of catching or passing on COVID-19 is higher in crowded spaces (where there are more people who</p>	M/L	<p><u>Ventilation:</u></p> <p>Adequate ventilation must be ensured and is KEY to reducing the spread of the virus.</p> <p>Only the Gallery Room and Susan Miles Room are available for hire as these can be ventilated.</p> <p>Hirers will be shown how to operate the room extract systems. It is recommended that the system/s is/are operated for a minimum of 15 minutes before the start of hire and periodically during a long hire. This will be discussed with the hirer.</p> <p>Additionally, Cosy Hall staff/volunteers will ensure that all windows of hired spaces are fully opened at least 15 minutes before each hiring. Or, if a regular user has their own key, those opening up MUST ensure that the windows are fully opened at least 15 minutes before others arrive.</p>	L/M	<p>See CIBSE's guidance on ventilation and COVID</p> <p>https://www.gov.uk/government/news/new-film-shows-importance-of-ventilation-to-reduce-spread-of-covid-19</p> <p>Encourage people to wrap up warmly.</p>



	<p>might be infectious) and in enclosed indoor spaces (where there is limited fresh air). Some activities, such as singing, dancing, and exercising can also increase the risk of transmission of COVID-19 as people are doing activities which generate more particles as they breathe. The risk is greatest where these factors overlap</p>		<p>Hirers must not shut windows. Even in cold weather, windows should be cracked open just a little to ensure movement of air.</p> <p>Extractor fans in the kitchens should be switched on by the hirer when using the kitchen.</p> <p><u>Face coverings:</u></p> <p>Guidance is that the wearing of face coverings should be encouraged in enclosed and crowded spaces.</p> <p>Cosy Hall therefore strongly encourages hirers and hall users – unless exempt – to wear face coverings when there is a reasonably foreseeable increased risk of an area of the building becoming either crowded or congested. This will depend on the activity or type of booking in question, but hirers should consider the following situations in particular:</p> <ol style="list-style-type: none"> 1. On arrival when entering the building 2. When leaving 3. When using communal areas such as corridors, toilets, the lift and the kitchens. <p>Wearing of face coverings when using the lift is always strongly advised.</p> <p><u>Social Distancing</u></p> <p>Government guidance is that “people should avoid close contact with anyone that they are not in regular contact</p>		<p>Hirers are encouraged to provide disposable masks for their clients who forget their own.</p>
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			<p>with.” When setting up, arrangements for the room should bear this in mind, particularly for those who are likely to be clinically vulnerable or clinically extremely vulnerable.</p> <p>Avoid activities which may cause congestion in the foyer, landing and staircase. This needs to be borne in mind when calculating the maximum number of people that can be accommodated at larger events while also facilitating social distancing, particularly with more vulnerable people.</p> <p>Hirers must only access the room they have hired, the toilets on the floor of the room they have hired and the lift (where applicable).</p>		
Staff, contractors and volunteers, hall users	Transmission of the SARS-Cov-2 virus by contact with contaminated surfaces during use of the hall	H/M	<p><u>Cleaning:</u></p> <p>Regular cleaning of the hall by contract cleaners and staff/volunteers will take place in line with government guidance. This includes regular cleaning of high touch points.</p> <p>Hirers are expected to clean after themselves as they would normally do in order to leave the premises in a clean and tidy state as per the normal terms of hire.</p> <p><u>Hygiene:</u></p> <p>Regular handwashing with soap and water for minimum of 20 seconds is encouraged. Posters are displayed throughout the hall and instructions are contained within the hiring agreement.</p>	L/M	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Levels of soap and hand sanitiser to be</p>



			<p>Wall-dispensers containing anti-viral hand sanitisers (min 60% alcohol or other suitable product tested to EN 14476 [virucidal]) are installed at:</p> <ol style="list-style-type: none"> 1. Main entrance 2. Outside lift (both floors) <p>Hall staff/volunteers to regularly check availability of soap, paper towels and toilet paper in the toilets.</p>		checked each day hall is in use.
Staff, volunteers, contractors, hall users	Exposure to the virus from dealing with rubbish	M/H	<p>Frequent hand-washing/sanitising to be encouraged throughout the hire period.</p> <p>All rubbish (eg drinks bottles, food containers, craft items etc) generated during the course of hire must be removed by the hirer/hall users as per the normal conditions of hire.</p>	L/M	
Staff, volunteers, hall users and contractors	Transmission of virus during events or activities	M/H	<p>Hirers are encouraged to produce for examination a 'suitable and sufficient' risk assessment that minimises the risks of COVID-19. The assessment should make clear how the activity meets the government's guidance as a minimum. Hirers should also reference any requirements from their own governing bodies.</p> <p>Where relevant, the assessment should also address the risks for setting up any staging, spacing of seating etc.</p> <p>Hirers' risk assessments should also include details of how they are communicating their measures to their clients/participants.</p> <p>Hirers must take steps to avoid people needing to unduly raise their voices to each other eg playing music at loud</p>	L/M	<p>Cosy Hall will provide hirers with a template which they may find helpful to use.</p> <p>This forms part of a request from</p>



			<p>volume so that normal conversation is difficult, so as to reduce the risk of transmission from aerosol and droplet transmission.</p> <p>It is the responsibility of hirers to ensure they keep abreast of changes in Government Guidance, relevant governing bodies for their activities and any legislative changes.</p>		Government to venues.
Staff, volunteer, hall users, contractors.	Use of the lift	M/H	<p>Maintain social distancing in the lift wherever possible and you are encouraged to wear a face covering owing to the lack of good ventilation.</p> <p>Use hand-sanitiser before and after operating lift controls.</p>	L/M	See CIBSE guidance on lift use and occupancy during COVID-19 pandemic
Staff, volunteers, hall users, contractors.	Fire	M/H	<p>Always exit the building in an emergency via the nearest fire exit points in the normal way. Risk of immediate injury or death in such circumstances far exceeds risks from contracting Covid-19.</p> <p>Ensure good housekeeping and ensure fire exits are not blocked by furniture, stored materials or rubbish.</p>	L/M	