

## Re-opening risk assessment for St Peter's House 01

August 2020

	Task	Done
1	<b>Advise the hall's insurers</b> whether/when the premises will be re-opening and check any requirements.	Trustees to follow this up
2	<b>Check the security code or key logs are up to date.</b>	Yes
3	<b>Carry out a COVID-19 Risk Assessment in consultation with any employees/ volunteers.</b> Provide to hirers.	Ongoing
4	<b>Additional cleaning requirements.</b> All unnecessary items removed from surfaces and all food items to be removed from the kitchen. <b>No equipment to be left on the premises by hirers, particularly food stuffs.</b> Hirers to be informed about removal of refreshments. A thorough clean of the hall will be undertaken before it re-opens and a subsequent weekly cleaning regime will follow. It will be the responsibility of the user groups to ensure cleaning before and after their session. Ordinary household products can be used.	Ongoing
5	<b>Discuss with your cleaner any changes in work patterns</b> required to ensure the hall meets the COVID-19 Secure guidelines. NB. Cleaner is also a school caretaker so aware of current requirements	Spoken to cleaner
6	<b>Ensure the caretaker/cleaner has appropriate PPE:</b> Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is needed in case decontamination is required.	Disposable PPE to be obtained and stored
7	<b>Flush through the water system, five minutes for each tap or shower head,</b> to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray (place showerheads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum 50C. (See Chartered Institute of Environmental Health Officers guidance, link in Section 6).	Ongoing
8	<b>Carry out the routine health and safety risk assessment</b> of the whole premises. Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge/freezer is working at correct temperature, the heating and hot water system operational. Ensure internet is working. Cut grass. Identify and address any items requiring attention e.g. light bulbs failed, trip hazards. (For more information see ACRE Village Hall Information Sheet 15: Health and Safety legislation and Village Halls)	PAT testing to be arranged. Equipment checked and working
9	<b>Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date</b> Fire doors in use as part of designated route through rooms.	Up to date. Displayed in Hire room.
10	<b>Provide hand wash and drying facilities:</b> Hand sanitiser is provided at entrance and exit routes. Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll are provided in the toilets.	Provided.
11	<b>Consider "Engaged/Vacant" signage</b> at the entrance to male and female toilets to limit the number of people within these areas at any one time and similar signage at other "pinch points".	Signage in place
12	<b>Provide signage:</b> The certificate that the premises comply with COVID-19 secure guidelines and that people should not enter if they have symptoms should be displayed at entrances. The PHE posters encouraging frequent, good handwashing techniques and hygiene "Catch It, Bin It, Kill It" available on the HSE and PHE websites should be displayed. (See Section 6)	Further signs required. Will be in place before re-opening
13	<b>Think about social distancing arrangements in corridors and at entrance and exits:</b> Consider using tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the hall.	Purchase tape for arrows to be applied to floor Map of passage through the rooms to be displayed. 2

		metre distance signs to print.
<b>14</b>	<b>Prepare special hire conditions and instruct booking secretary</b> as to any changes in the Hall's hire policy during re-opening, i.e. which bookings can be accepted, any changes to charges, and to provide hirers with a copy of the COVID- 19 secure poster. (	Ongoing
<b>15</b>	<b>Identify designated space for someone with suspected COVID-19</b>	Kitchen to be used. Identify storage for PPE and any seating/ covers
<b>16</b>	<b>Consider Marketing and Communications:</b>	Inform Susan Sims of updates for website by Friday 28 August. Questionnaires to be e-mailed