

HASLAM HALL Church House, Caversham	Assessor's Name: Nigel Smith	Date completed: 4 September 2020	Review date: 31 October 2020
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Area of Focus	Mitigating actions	Responsible parties
Re-opening the building after COVID-19 lockdown	<p>The building has been in continual use by our tenants and cleaned by the cleaners throughout lockdown, so there are no major concerns regarding re-opening the building. In particular:</p> <ul style="list-style-type: none"> • The electrical systems have remained in constant use; • The lift has continued to be maintained; • There are no water tanks so water systems do not need to be flushed through before use. 	Church House committee
National guidance	<p>This risk assessment has been developed in accordance with COVID-19 government guidance published here: https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</p> <p>Hirers are asked to familiarise themselves with this information.</p> <p>Since 8 August 2020, face coverings have been required by law to be worn in community facilities. Therefore, except in circumstances outlined under section 2c of the guidance above, face masks should be worn by all users.</p> <p>Many of the mitigating actions below must be undertaken by hirers themselves. Each hiring group is encouraged to supply their own risk assessment showing how they will adhere to these requirements. In addition they are asked to complete the proforma Church House COVID-19 agreement available on the Parish website, here: https://www.ctmparish.org.uk/wp-content/uploads/2020/09/Church_House_COVID-19_Group_Agreement.pdf</p>	Hirers & group attendees

<p>General</p>	<p>Hirers should ensure that they and their group attendees observe all government guidance and especially instructions about staying at home if unwell, social distancing, risk of infection etc. posted around the hall premises.</p> <p>Hirers should ensure that they keep to the area of their hire at all times to reduce the need for additional cleaning by them, other hirers and the hall management.</p> <p>Groups are requested to minimise their use of all areas of the building other than Haslam Hall and the kitchen. In particular avoid congregating in the landing and downstairs hall; these areas should be used only when entering and leaving or when accessing the toilets.</p> <p>Doors and windows should be kept open to maximise airflow through the halls, but attention should be paid to security at all times. However if external street noise causes people to raise their voices, this may increase the risk of droplet contamination. In which case consider opening only the rear, south-facing windows.</p>	<p>Hirers & group attendees</p>
<p>Hygiene</p>	<p>Hand sanitizing stations have been placed at the following points:</p> <ul style="list-style-type: none"> • Inside the front entrance to the building • Inside the rear entrance to the building • Inside the entrance to Haslam Hall • At the entrance to the upstairs kitchen • Inside the Parish Office <p>All visitors should use these every time they enter or leave the building and at other times as appropriate.</p>	<p>Hirers & group attendees</p>

<p>Arriving / leaving</p>	<p>When groups are arriving and leaving care should be taken to avoid queueing in the common areas of the building (hall, stairs, landing). Consider holding the Haslam Hall door open to facilitate quick ingress/egress. Remember to close it again afterwards.</p> <p>The lift may be used by one person at a time. If used remember to clean the high-touch areas after the end of the hire. (See Cleaning, below.)</p> <p>The configuration of the building does not allow the implementation of a one-way system for entry and exit. Therefore groups should take measures to ensure the hall is empty before entering the building, and exit the building promptly at the end of the hire. Make sure no-one apart from designated cleaners arrives earlier than 5 minutes before the session start or leaves later than 5 minutes after the end.</p> <p>Everyone should use the hand sanitiser as they arrive and as they leave.</p>	<p>Hirers & group attendees</p>
<p>Outdoor areas</p>	<p>The following are to be observed by all hirers:</p> <ul style="list-style-type: none"> • The three car park spaces on the west side of the car park may be used as normal. • Front and rear entrances to the building may be used as usual. • The signs at each entrance regarding social distancing will be observed by all hirers 	<p>Hirers & group attendees</p>
<p>Recording meeting attendance</p>	<p>For purposes of tracking and tracing infected persons:</p> <ul style="list-style-type: none"> • All groups will complete a register of attendees to each of their hires of those attending and their contact details; this will be deposited with the Parish Secretary; • In the event of an attendee subsequently falling ill within 14 days of the last meeting they attended, details should be passed to the Parish Secretary who will inform the appropriate authority. GDPR will be observed by Church House at all times. • Attendance sheets will be destroyed 21 days after the meeting to which they refer. <p>A sample track and trace form is supplied on the parish website here: https://www.ctmparish.org.uk/wp-content/uploads/2020/09/Church_House_COVID-19_Attendance_Sheet.pdf Hardcopies will be available in Haslam Hall.</p>	<p>Hirers & group attendees / Parish Secretary</p>

<p>Cleaning - general</p>	<p>[Note that current advice is that the COVID-19 virus remains active for 72 hours and is destroyed by anti-viral cleaning] The hall will be cleaned according to the normal schedule.</p>	<p>Cleaners</p>
<p>Cleaning - before/after hire</p>	<p>All hirers and attendees should keep to the area they are hiring to avoid unnecessary cleaning between hires. All hirers and attendees should only access storage cupboards to reach and return their own items.</p> <p>Individual hirers will clean as follows: At the start of the hire clean:</p> <ul style="list-style-type: none"> • All door handles, surfaces, electrical light switches in the hall • All chairs, tables, and trolleys to be used during their hire • Taps, sink, worktops, dishwasher etc in the kitchen • The handles and keypads of the front and rear doors • The stair handrail <p>At the end of the hire: clean:</p> <ul style="list-style-type: none"> • All door handles, surfaces, electrical light switches in the hall • All chairs, tables, and trolleys to be used during their hire • Taps, sink, worktops, dishwasher etc in the kitchen • The handles and keypads of the front and rear doors • The stair handrail • All toilet areas used during their hire • All storage cupboards accessed during their hire • The lift door (inside and outside) and lift console, if used • The fire escape door handles, if used <p>Hirers will be given an additional 15 minutes before and after their hire (free of charge) for the sole purpose of undertaking this cleaning. Cleaning materials will be provided in the kitchen. Hirers are responsible for removing and disposing of all potentially contaminating rubbish.</p>	<p>Hirers & group attendees</p>

<p>Cleaning after an incidence of COVID-19 contamination</p>	<p>After a known or suspected case of COVID-19 then the following guidance will be adhered to: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	
<p>Social distancing</p>	<p>Social distancing, as advised by the government, should always be observed especially where access is limited e.g. entrances/exits, passageways, the kitchen, the lift, stairs. Especially, distances specifically marked with tape should be observed.</p> <p>In normal times, the halls can accommodate 65 people. To meet the government advice of 2 metre distancing, the recommended maximum number has been reduced to 16 people. 2m squares have been marked on the floor to facilitate this. It may be possible to accommodate more than 16, if certain extra measures can be undertaken, eg</p> <ul style="list-style-type: none"> • 1 metre distancing may be used if people are seated; • Avoid face-to-face seating; • ‘Pairing up’ members of the same household/bubble. <p>Additionally:</p> <ul style="list-style-type: none"> • Only one person to enter the Parish Office at any one time • Only one person to use the kitchen at any one time • Only one person to use the lift at any one time • If your group has a main speaker, consider further distancing to prevent droplet contamination due to projection <p>Groups with members over aged 70 or over or other vulnerable members should ALWAYS observe 2 metre distancing.</p>	

<p>Specific hall areas - Kitchen</p>	<p>Access to the kitchen should be limited to a maximum of 3 people (one at a time) in any one hire to limit the risk of cross-contamination.</p> <p>Serving of refreshments should take place through the hatch into the hall.</p> <p>Crockery and cutlery used during the hire should be put into the dishwasher, which should be run at the end of the hire. Care should be taken to avoid touching any other items in the kitchen.</p>	<p>Hirers & group attendees</p>
<p>The lift</p>	<p>The lift may be used by one person at a time ONLY when arriving and leaving or when accessing the accessible downstairs toilet.</p> <p>If used, the door and controls should be cleaned at the end of the hire (see above).</p>	<p>Hirers & group attendees</p>
<p>The fire escape</p>	<p>If used, the fire escape door handles should be cleaned at the end of the hire (see above).</p>	<p>Hirers & group attendees</p>
<p>External Contractors</p>	<p>External contractors will only be given access to the premises by prior arrangement with the Church House committee and/or Parish Secretary.</p> <p>External contractors will be escorted at all times and will be expected to</p> <ul style="list-style-type: none"> • Clean their hands before and after accessing the hall premises. • Clean round their work area when they have finished. • Wear a face mask at all times and to provide any other protective clothing they might require. 	<p>Church House committee and/or Parish Secretary / external contractors</p>