

# Milborne Port Village Hall

## COVID-19 Risk Assessment

Final - Version 1.5 Issued 20/09/2020 11:45

The latest version of this document is available from: <http://milborneportvillagehall.org.uk/COVID-19RiskAssessment.pdf>

This is a risk assessment to help prevent the spread of COVID-19 Virus and to enable the safe use of the Milborne Port Village Hall. It is the responsibility of the **Responsible Person (RP)** in each group to make sure the various measures and recommendations are adhered and carried out while their group is in the building. Details of the RP will be advised in writing to the Chair of the Hall Trustees (email address [COVID-19-RP@milborneportvillagehall.org.uk](mailto:COVID-19-RP@milborneportvillagehall.org.uk)) at least 48 hours before commencement of the hire.

**While we have taken as many precautions possible, everyone enters the building at their own risk.**

LOW RISK	MEDIUM RISK	HIGH RISK
Adequately controlled, but review periodically to ensure controls remain effective.	Not adequately controlled, implement additional reasonably practicable controls where possible and monitor regularly.	Not adequately controlled, identify and implement new controls immediately. Consider halting activity until risks are reduced to a low or medium level.

Hazards and Areas	Who is likely to be affected?	Existing Control Measure	Level of Risk Low Medium or High	Remedial Control Measure proposed or Action Planned	Risk level after control measure	Tolerable level Yes/No
Gathering while waiting to get into	Those attending classes,	None required prior to	High	<ul style="list-style-type: none"> <li>No parking already implemented outside of the Main entrance. Loading and Unloading is permitted provided that the vehicle(s) are moved</li> </ul>	Low	Yes

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the Hall(s)	sessions or events	COVID-19	High	to the main car park without delay. <ul style="list-style-type: none"> <li>• Social distancing signage</li> <li>• Controlled class / session / event sizes <b>see appendix 1</b></li> <li>• At least 30 minutes between Bookings.</li> <li>• Door keys to be collected no earlier than 15 minutes before commencement of booked session.</li> <li>• Door keys to be returned to the nominated Keyholder no later than 15 minutes after the end of the booked session.</li> <li>• Class / Session / Event RP provided with additional information to support premises COVID-19 security.</li> <li>• Using Separate Entrance and Exit. Responsible Person (RP) to be advised</li> </ul>	Low	Yes
Congestion in	Those	None	High	<ul style="list-style-type: none"> <li>• Controlled class / session / event sizes</li> </ul>	Low	Yes

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the Reception area as attendees arrive or leave.	attending classes, sessions or events	required prior to COVID-19		<p><b>see appendix 1</b></p> <ul style="list-style-type: none"> <li>• At least 30 minutes between Bookings.</li> <li>• Door keys to be collected no earlier than 15 minutes before commencement of booked session.</li> <li>• Door keys to be returned to the nominated Keyholder no later than 15 minutes after the end of the booked session.</li> <li>• Class / Session / Event RP provided with additional information to support premises COVID-19 security</li> <li>• Using Separate Entrance and Exit. Responsible Person (RP) to be advised</li> <li>• Masks to be worn at all times in this area.</li> </ul>		
Unable to maintain social distancing within any of	Those attending classes, sessions or events	None required prior to COVID-19	High	<ul style="list-style-type: none"> <li>• Only two people within the toilets at any time. (A carer may be required additionally)</li> <li>• Signage on the door</li> <li>• Markings on the floor to guide people where to wait</li> </ul>	Low	Yes

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the toilet facilities				<ul style="list-style-type: none"> <li>Class RP provided with addition information to support premises COVID-19 security.</li> <li>Cleaning products available in each toilet.</li> <li>Ideally, masks to be worn at all times in this area.</li> </ul>		
Security of the class/group during their class	Those attending classes, sessions or events	None required prior to COVID-19	Medium	<ul style="list-style-type: none"> <li>Once all expected attendees have arrived, the front doors are to be closed and locked while the class / session / event is in Progress. This will ensure that general public are prevented from straying in.</li> <li>The RP will be provided with additional information to support premises COVID-19 security</li> </ul>	Low	Yes
Airborne Transmission of the Virus	Those attending classes, sessions or events	None required prior to COVID-19	High	<ul style="list-style-type: none"> <li>Face Masks to be worn at all times in all areas. (See **1 on last page).</li> <li>Room ventilators (but not necessarily high level ventilation fans) to be kept open ensuring the class / session / event is well ventilated during the class / session / event.</li> <li>Social Distancing to be maintained at all times</li> </ul>	Low	Yes

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Making and Sharing of refreshments	Those attending classes, sessions or events	None required prior to COVID-19	Medium	<ul style="list-style-type: none"> <li>Kitchen, Small Committee Room &amp; Camelot Suite are locked out of use, with no access permitted unless authorised in writing by the Chair of the Milborne Port Village Hall Trustees.</li> </ul>	Low	Yes
Transmission of the Virus by contaminated Hard Surfaces	Those attending classes, sessions or events	None required prior to COVID-19	Medium	<ul style="list-style-type: none"> <li>The Trustees will supply the required number of chairs as specified by the RP. After use, the chairs will be left in a specific nominated area (RP to be advised), when the Cleaners of the Trustees will then steam sterilise all seats, returning the used chairs to the central store to de-humidify. New, clean chairs will be placed in the Hall for the next user group.</li> <li>All Door handles must be cleaned before each class / session / event.</li> <li>Hand Alcohol based Sanitisers are placed immediately after the building entrance door. All People will sanitize their hands on entering the</li> </ul>	Low	Yes

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				building <ul style="list-style-type: none"> <li>Floors will be cleaned daily by Management.</li> </ul>		
Transmission by asymptomatic persons	Those attending the class / session / event	N/A	Medium	<ul style="list-style-type: none"> <li>Name and contact details to be recorded of everyone attending the class / session / event. The record will be maintained by the RP for every class / session / event.</li> <li>The Record will be kept in a safe place by the RP who will then destroy the record 22 days after the class / session / event.</li> </ul>	Low	Yes
General transmission of the virus	Those attending the class / session / event	N/A	Medium	<ul style="list-style-type: none"> <li>Attendees who feel unwell before the class / session / event or who become ill during the class / session / event must seek medical advice in accordance with Central Government guidelines then in place to report their symptoms. Ambulances must be called if circumstances dictate, and the RP must make a full incident report, in writing, to the Chair of the Hall Trustees within 24 hours of the incident.</li> </ul>	Low	Yes

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### Appendix 1 - Class / Session / Event Permitted Size to maintain Social Distancing.

Main Hall	Exercise Classes	25 mats/places including instructor and support staff
	Lectures, Moviola everyone seated	30 Chairs with 2 metre gap between seats in all directions (to include support staff)
	Tables with Chairs	20 Tables with 1 chair at each end of each table, 2 metre spacing
	All	Table and chair requirements must be pre-booked by the RP 48 hours before the class / session / event.

### Appendix 2 – Areas and facilities open or closed status.

Main Hall	Area Open
Stage	Area Open as part of Main Hall activity
Committee Room	Area Closed – No use currently permitted
Main Hall Kitchen	Area Closed – No use currently permitted
Camelot Suite	Area Closed – No use currently permitted
Mezzanine Level	Maximum of 12 people (including support staff), 2m distancing to be maintained with and without tables. Chairs and tables must be pre-booked by the RP.

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### Support Documents

\*\*1 - [See this Central Government document which details some face mask exceptions.](#)

**The Trustees of the Milborne Port Village Hall Trust and/or the Management Committee of the Milborne Port Village Hall reserve the right at all times to vary the conditions of use (including the opening or closing of any of the facilities with and without notice) should it become necessary. The Hall Trustees reserve the right to cancel or suspend any activity in the event that there is a breach of this document.**