



PINNER and DISTRICT COMMUNITY ASSOCIATION

COVID-19 Risk Assessment for Pinner Village Hall

This document is a COVID-19 Risk Assessment for Pinner Village Hall.

The COVID-19 Risk Assessment will be reviewed periodically in consultation with our employees (HSE guidance) and Trustees and any points they raise will be taken on board.

A key part of the Risk Assessment will be identifying “pinch points” where people cannot maintain the current social distancing guidelines. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage, e.g., engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in light of any new Government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive and Pinner Village Hall cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – Actions based on Government advice (i.e., should be considered mandatory)

Orange – Actions that are strongly recommended

Green – Actions that you might like to consider



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Area or People at Risk	Risk Identified	Actions to take to mitigate Risk	Notes
<p>Staff, Trustees, Visitors and Hirers: Think about who could be at risk and likelihood Staff/Trustees could be exposed.</p> <p>Identify what work, activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Staff/Trustees who are either extremely vulnerable or over 70.</p> <p>Staff or Volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff/Trustees in the vulnerable category would be advised not to attend work while the risk of infection in the area is high.</p> <p>Stay at home guidance if unwell to be displayed at all entrances.</p> <p>Staff & Trustees provided with face coverings and gloves. Hirers provide their own PPE.</p> <p>Talk with Staff & Trustees regularly to see if arrangements are working.</p>	<p>Staff may need guidance as to cleaning. For example, cloths and wet wipes should be used on light switches and electrical appliances rather than spray disinfectants. Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Paths/Exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. People drop tissues.</p>	<p>When using the front main entrance, encourage care when queueing to enter. Anyone collecting to wait in their vehicle whenever possible. Rubbish must be placed in bins.</p> <p>Cleaner/Caretaker will periodically check area outside 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 gloves.</p>



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Entrance Lobby/Corridors	Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify “pinch points” and busy areas. Introduce a one-way system. All hirers to enter PVH through the main entrance and to leave via the rear exit. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by Pinner Village Hall for the use of hirers as well as staff.	Hand sanitiser needs to be checked and refilled before each hire. Provide sufficient bins in entrance hall.
Keith Schofield Hall	Social distancing to be observed. Door handles, light switches, window catches/handles, tables & chairs. Soft furnishings which cannot be readily cleaned between use.	Hirers to assess maximum users permissible in the Keith Schofield Hall observing 1m social distancing with mitigation. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly & to wear face coverings where social distancing cannot be observed. Door handles, light switches, window catches, tables, chairs & other equipment used to be cleaned by hirers before and after use and by Cleaner/Caretaker at the start and end of the day.	Hirers to supply their own face coverings or the hirer should refuse admittance. Hand sanitiser needs to be checked and refilled before each hire. Cushioned chairs will be sprayed periodically with antibacterial disinfectant.
Stage	Social distancing Lighting and Sound controls	Hirer to control access. Equipment used to be cleaned by hirers before and after use and by Cleaner/Caretaker at the start and end of the day.	



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<p>Edward Warburg Lounge / Terrace</p>	<p>Social distancing more difficult in smaller areas.</p> <p>Door handles, light switches, window catches/handles, tables & chairs.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Trustees to assess maximum users permissible in the Edward Warburg Lounge & Bar Lounge observing 1m social distancing with mitigation. Advise users that they too are responsible for ensuring that the numbers are not excessive.</p> <p>Recommend hirers use the Keith Schofield Hall to avoid use of Edward Warburg Lounge, if possible.</p> <p>Door handles, light switches, window catches, tables, chairs & other equipment used to be cleaned by hirers before and after use and by Cleaner/Caretaker at the start and end of the day.</p>	<p>Consider offering the Keith Schofield Hall to hirers of the Edward Warburg Lounge when it is not in use or as a possible overflow for when more attend than expected.</p>
<p>The Village Bar / Bar Lounge</p>	<p>Social distancing more difficult in smaller areas.</p> <p>Transmission from one user to another via glasses.</p>	<p>Bar staff to discourage crowds near the bar and to insist on face coverings when people are not actually drinking and social distancing.</p> <p>All glasses to be returned to the Bar by the customer and placed directly into designated dirty glasses tray. This tray is then placed straight into glasswasher machine. The bar staff will take care not to contaminate freshly washed glassware. Disposable cups to be available to those who want them.</p> <p>Bar staff required to sanitise their hands regularly & to wear face coverings.</p> <p>Consider use of disposable plastic drinkware for customers.</p>	<p>Consider restricting one person at the bar at any one time.</p> <p>Surface areas to be cleaned regularly during period of hire.</p>



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<p>Kitchens</p>	<p>Social distancing more difficult.</p> <p>Transmission from one user to another via glasses, cups & crockery.</p> <p>Door handles, light switches, working surfaces, sinks, cupboard/drawer handles, fridge & freezer, crockery, hot water urn, oven & microwave, hot cupboard & cold cupboard</p>	<p>Hirers are asked to control numbers using the kitchen to ensure social distancing, especially for those over 70.</p> <p>Until further notice, PADCA coffee cups and other crockery must not be used.</p> <p>Cleaner/Caretaker to clean all areas at the start and end of the day.</p> <p>Hirers to clean all areas likely to be used before and after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided by Pinner Village Hall.</p>	<p>Consider closing kitchen if not required or restricting access.</p> <p>Hirers can bring their own glasses, cups & crockery but must take it home at end of hire.</p> <p>Cleaning materials to be made available in clearly identified location. Regularly check and re-stock as necessary.</p>
<p>Toilets</p>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use: door handles, light switches, sinks, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Cleaner/Caretaker to clean all areas at the start and end of the day.</p> <p>Hirer to clean surfaces during period of hire if required. Pinner Village Hall to provide Anti-bacterial wipes for Hirers use.</p>	<p>Ensure soap, paper towels and toilet paper are regularly replenished.</p> <p>Regularly cleaned by cleaner/caretaker and supplies checked.</p> <p>Posters to encourage 20 second hand washing and social distancing.</p>
<p>Store Cupboards (Cleaner/Caretaker)</p>	<p>Social distancing not possible.</p> <p>Door handles & light switch</p>	<p>Public access unlikely to be required.</p> <p>Handle/switches to be regularly cleaned by Cleaner/Caretaker.</p>	
<p>Storage Cupboards (Furniture/Equipment)</p>	<p>Social distancing more difficult.</p> <p>Door handles in use.</p> <p>Equipment not normally in use needing to be moved.</p>	<p>Doors handles to be regularly cleaned by Cleaner/Caretaker.</p> <p>Hirer to clean equipment with wet wipes before and after use & ensure social distancing.</p>	<p>Consider whether rearrangement or additional trolleys will facilitate social distancing</p>