



## Hirer's COVID-19 Risk Assessment for use of Cosy Hall - August 2020

This COVID-19 Risk Assessment has been prepared using [government guidance](#) on the use of multi-purpose community buildings as well as that issued by [ACRE](#), [CIBSE](#) and [Telford and Wrekin Council's Health Protection Hub](#) and has been carried out in consultation with the Cosy Hall Management Committee, volunteer administrator and assistant administrator as per [HSE guidance](#). It has also been issued to all regular key users of the hall in order that any points raised can be taken on board.

Telford Health Protection Hub will be invited to inspect Cosy Hall and comment on the paperwork in place before the first hiring takes place.

This final draft, along with supporting documentation, will be issued as part of the Special Conditions of Hire.

**Telford Health Protection Hub** have established that the core principles are:

- The health of people entering the building
- Social distancing measures
- Hand hygiene
- Cleaning and hygiene
- Test and Trace

All these core principles need to be applied in order for activities to take place in the building.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming; this is therefore 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.
3. This document will be published on the Cosy Hall website and Facebook page. A COVID-19 Secure poster will be displayed at the main entrance.

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

Signed: .....  ..... **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
<p><b>Staff, contractors and volunteers, hall users</b></p>	<p>Transmission of virus due to lack of awareness of new procedures</p>	<p><b>M/H</b></p>	<p><u>Induction:</u></p> <p>All hirers must be briefed on new procedures:</p> <ol style="list-style-type: none"> <li>1. Hirers will be supplied with copies of this risk assessment and the following supportive documents:               <ol style="list-style-type: none"> <li>a. Guidance Notes for Cleaning Cosy Hall Facilities During the Covid-19 Pandemic</li> <li>b. Room Capacity plans</li> <li>c. Blank risk assessment template (hirers)</li> </ol> </li> <li>2. Distribution will be either by:               <ol style="list-style-type: none"> <li>a. Email and asked for confirmation by email that this has been read and agreed to (preferred method)</li> </ol> <p style="text-align: center;">OR:</p> <ol style="list-style-type: none"> <li>b. Hard copy with the individual to sign to say that they have received it and will read and agree to its requirements.</li> </ol> </li> <li>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 the rooms and their capacities and that they</li> </ol>	<p><b>L/M</b></p>	



	Mental stress		<p>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>		
<b>Staff, volunteers, hall users, contractors.</b>	Community transmission of the SARS-Cov-2 virus	<b>M/H</b>	<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 throughout the building, including near main entrance.</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: Hirer to keep a record of attendees and their contact details; 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.</p> <p>In the event that information is received which makes clear that a person who has tested positive for COVID-19</p>	<b>L/M</b>	<p><a href="https://www.telford.gov.uk/healthprotectionhub">@telford.gov.uk</a></p>



		<p>has been in Cosy Hall then the administrator 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, should carefully consider whether they should hold or attend events in Cosy Hall, or whether preventative measures in place will be sufficient to mitigate the risk of infection.</p> <p><u>First Aid Provision:</u></p> <p>The foyer recess on the ground floor has been screened off for the duration of the pandemic as a designated first aid space. A first aid kit is available here and a toilet 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 in the First Aid boxes on administering first aid during the COVID-19 pandemic. Maintain social distancing where possible, but the <b>priority is always the 3 Ps - preserve life, prevent worsening, promote recovery.</b></p> <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</p>	<p><a href="#">Government Guidance on First Aid Provision in non-healthcare settings</a></p>	
--	--	--	--	--



			<p>until arrangements for them to safely go home can be made.</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>		
<p><b>Staff, contractors and volunteers, hall users</b></p>	<p>Transmission of the SARS-Cov-2 virus by contact with contaminated surfaces during use of the hall</p>	<p><b>H/M</b></p>	<p><u>Cleaning:</u></p> <p><b>In addition to</b> regular cleaning of the hall by contract cleaners and staff/volunteers in line with ACRE's and T+W Cleaning Guidance for halls, to include disinfection of high-touch points, <b>hirers must note that:</b></p> <ol style="list-style-type: none"> <li>1. The hiring agreement is amended to include the expectation that hirers will ensure the disinfection of hard surfaces at the start of the hire and, at the end of the hire, either clean or disinfect, or both as required, those surfaces touched during hall.</li> <li>2. Hirers are expected to use their own materials and provide anti-viral hand sanitiser for their clients.</li> <li>3. Hirers must ensure that they allow sufficient time for cleaning/disinfecting within the time they are hiring the facilities for.</li> <li>4. Hirers must follow instructions in the <b>Guidance Notes for Cleaning Cosy Hall Facilities</b> using disposable cloths/wipes/appropriate products suitable for use against enveloped viruses.</li> </ol> <p><u>Hygiene:</u></p>	<p><b>L/M</b></p>	<p>High touch points include: door handles and plates; light switches; window catches; stair bannisters; table tops; surfaces around sinks; sanitary bins; toilet seats, lids, brushes and handles; taps; door fastenings; towel dispenser faces and mechanisms; backs of chairs and front of seat where grabbed to put away.</p> <p>Levels of soap and hand sanitiser to be</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> <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"> <li>1. Main entrance</li> <li>2. Toilet entrances</li> <li>3. Outside lift (both floors)</li> </ol> <p>Hall staff/volunteers to regularly check availability of soap, paper towels and toilet paper in the toilets.</p> <p><u>Furniture and Equipment:</u></p> <p>Furniture in each room is restricted to match capacity under 2m distancing (reduces cleaning required). Where possible, furniture provided will be wipeable.</p> <p>Where the upholstered chairs are required (eg for reasons of infirmity), these must be covered with disposable covers (speak to Cosy Hall staff/volunteers) if these are available.</p> <p>If covers are not available, upholstered furniture should be moved while wearing gloves. Cosy Hall will then endeavour to quarantine after use for minimum of 72 hours in locked area. Administrator/treasurer to confirm with hirer if these chairs are required.</p> <p>All other chairs will be colour-coded and hirers assigned a</p>	<p>checked each day hall is in use. All sinks must have running water to them.</p> <p>As only disabled toilets are in use at the moment, only one dispenser to be situated between lift and disabled toilet on both floors. This will be kept under review.</p>
--	--	---	---



			<p>colour to use with the aim of chairs only being used once in any 72hr period.</p> <p>Only the disabled toilets to be in use and the door should be left open when not in use.</p> <p>Hirers should prop open doors to hire rooms using wedges to prevent numerous people from touching door handles. Hirers should remove wedges once participants are in the room to prevent it being a fire hazard.</p> <p>All swing-top bins to be replaced with foot pedal or other non-touch mechanism bins.</p>		
<b>Staff, volunteers, contractors, hall users</b>	Exposure to the virus from general cleaning of surfaces and dealing with rubbish	<b>M/H</b>	<p>Extra bins lined with a bag/liner are provided for the disposal of disposable masks, wipes, gloves, tissues and disposable cleaning cloths etc only.</p> <p>All other rubbish (eg drinks bottles, food containers, craft items etc) generated during the course of hire must be removed by the hirer/hall users.</p>	<b>L/M</b>	



<p><b>Staff, volunteers, hall users, contractors</b></p>	<p>Contraction of SARS-Cov-2 virus by inhalation or ocular transmission (general)</p>	<p><b>M/L</b></p>	<p><u>Face coverings:</u></p> <p>As required from 8<sup>th</sup> August 2020 Cosy Hall is an enclosed community public building and as such, with the exception of those who are exempt, the wearing of face coverings is required by law.</p> <p>It should also be remembered that Cosy Hall relies entirely on natural ventilation and there are narrow pinch points on the stair case, toilet and kitchen areas.</p> <p>Wearing of face coverings is particularly important when using the lift.</p> <p><u>Ventilation:</u></p> <p>Adequate ventilation must be ensured.</p> <p>Only the Gallery Room and Susan Miles Room are available for hire as these can be ventilated.</p> <p>Cosy Hall staff/volunteers will ensure that all windows of hired spaces are fully opened at least 15 minutes before each hiring.</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>Should the main toilets and kitchens be brought into use then extractor fans would also be switched on by staff/volunteers 15 minutes before start of hire.</p>	<p><b>L/M</b></p>	<p>Hirers are encouraged to provide disposable masks for their clients who forget their own.</p> <p>There is no mechanical ventilation system in Cosy Hall; all ventilation is natural and relies on normal air movement.</p> <p><a href="#">See CIBSE's guidance on ventilation and COVID</a></p>
--	---	-------------------	--	-------------------	--







	activities		<p>sufficient' risk assessment that minimises the risks of COVID-19. The assessment must make clear how the activity meets the government's guidance as a minimum, including for the provision of support bubbles. 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>Where hirers, as part of their business or other activities, hire other facilities on a regular basis they should make clear in their assessment how they will prevent the spread of the virus to other premises.</p> <p><b>It is the responsibility of hirers to ensure they keep abreast of changes in Government Guidance and any legislative changes relevant to their activities.</b></p> <p>The Gallery Room is not suitable for activities where participants lie on the floor. These should take place in the Susan Miles Room and the floor will be mopped afterwards by staff or volunteers.</p> <p>Where they charge a fee, hirers are encouraged to consider taking online bookings and online or card payments only if at all possible.</p>	<p>Cosy Hall will provide hirers with a template which they may find helpful to use.</p> <p>Hirers do not have access to the kitchens or cleaner's cupboards.</p>
--	------------	--	---	---



<p><b>Staff, volunteer, hall users, contractors.</b></p>	<p>Use of the lift</p>	<p><b>M/H</b></p>	<p>Under social distancing, the capacity of the lift is one person only (or one person plus a carer or parent)</p> <p>Use hand-sanitiser before and after operating lift controls.</p> <p>Lift users should operate the lift push buttons using a clean disposable objects such as a tissue and dispose of it in the bin outside the lift after use.</p> <p>Be careful to ensure that face coverings are worn whilst in the lift owing to the lack of good ventilation (wearing of face coverings in community buildings required by law since 8<sup>th</sup> August 2020).</p> <p>All surfaces within the lift likely to have been touched must be disinfected afterwards.</p>	<p><b>L/M</b></p>	<p>See <a href="#">CIBSE guidance on lift use and occupancy during COVID-19 pandemic</a></p>
<p><b>Staff, volunteers, contractors, hall users.</b></p>	<p>Transmission of the virus through use of the toilets and kitchen/s</p>	<p><b>M/H</b></p>	<p>Both kitchens to remain closed during the course of the pandemic until further notice</p> <p>Hirers to bring own refreshments and remove own rubbish relating to their activities.</p> <p>The main toilets on both floors are closed during the course of the pandemic until further notice. Only the disabled toilets will be open and available for use.</p>	<p><b>L/M</b></p>	<p>This will remain under review.</p>
<p><b>Administrator, staff, volunteers, members of NCF</b></p>	<p>Access and use of storage room (and associated cupboards) on ground floor.</p>	<p><b>M/H</b></p>	<p>Authorised access only and will be kept locked.</p> <p>Do not exceed room capacities at any time.</p> <p>If two people are required to move furniture or other large objects, wear face coverings and visors. Wash hands carefully afterwards and disinfect visors with antiviral wipe or dilute bleach.</p>	<p><b>L/M</b></p>	<p>NB: This section only applicable to members of NCF</p>



			Wipe door handles afterwards.		
<b>Administrator and Treasurer</b>	Contraction of the SARS-Cov-2 virus by users of the office	<b>M/H</b>	Access to the office for administrator and treasurer only.  Card payment facilities hope to be in place from October 2020.	<b>L/M</b>	
<b>Staff, volunteers, hall users, contractors.</b>	Fire – in the event of a fire, users may try and maintain social distancing leading to unnecessary delay in leaving which results in death by fire or smoke inhalation	<b>M/H</b>	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 the SARS-CoV-2 virus.  Ensure good housekeeping and ensure fire exits are not blocked by furniture, stored materials or rubbish.	<b>L/M</b>	