

RISK ASSESSMENT FOR PATERSON CENTRE LETTINGS – COVID 19

This risk assessment is derived from the overall risk assessment for the Paterson Centre approved by the PCC of St Barnabas Church Swanmore. It sets out what the PCC perceives to be the risks to hirers and users of the Paterson Centre. Hirers must use this general guidance to assess the risks that pertain to their own activity.

People at Risk	Risk identified	Actions to mitigate risk	Notes
Hirers, event organisers and participants	<p>Risk of breaching regulations on gatherings:</p> <p>people attending in groups may mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of ≤6.</p>	<p>Hirers must understand how current regulations limit group sizes (if people attend in groups) and compositions.</p> <p>Hirers must explain to those attending the need to avoid mingling between groups.</p> <p>Hirers must be prepared to adjust the activity if the regulations change.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, i.e. mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
Hirers, event organisers and participants	Risk of spreading virus among different user groups through multiple lettings at same time or over short time	<p>There will be no simultaneous lettings</p> <p>Maximum numbers set for each individual letting. Hirers to provide risk assessment including justification if less than 2m spacing intended</p> <p>Restrictions on areas available</p>	<p>Capacity:</p> <p>Main Hall – 16 people or household pairs at 2m spacing</p> <p>Side Room - 6 People at 2m</p> <p>Office - 2 people at 2m</p>

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<p>Hirers, event organisers and participants – types of events</p>	<p>Risk of spreading virus through activities that encourage transmission – eg singing, shouting, close personal contact, energetic mobile exercise.</p>	<p>At present the following types of lettings will not be allowed:</p> <ul style="list-style-type: none"> children’s parties choirs and singing groups wind instruments dancing non-stationary exercise 	
<p>Hirers and Users in Car Park/paths/ patio/exterior areas</p>	<p>Spread of virus if social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p>	<p>Hirer must ask users to maintain separation.</p> <p>Village car park to be used except for disabled people.</p> <p>Users to be asked not to queue but only to enter premises when doors are open.</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>Hirers and Users in Entrance hall/lobby/corridors</p>	<p>Risk of spread of virus at “pinch points” and busy areas where social distancing is not observed in a confined area.</p>	<p>Hirer to recognise “pinch points” and busy areas, plan how to manage them and inform users prior to each session.</p> <p>All users to sanitise hands on entry and exit.</p>	<p>Area from external door into main hall to be treated as a single pinch point and not to be entered until clear.</p> <p>Hirers to report any shortage of hand sanitizer</p>

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<p>Hirers and Users in Main Hall</p>	<p>Risk of infection from:</p> <ul style="list-style-type: none"> - door handles, light switches, window catches, tables, chair backs and arms. - soft furnishings which cannot be readily cleaned between use. - Projection equipment, screen. - Window curtains or blinds - Commemorative photos, displays. <p>Risk of infection from close personal contact</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use unless notified that it has been done already by hall cleaning staff.</p> <p>Only hirer/organiser should need to touch curtains, handles, switches etc and should wash/sanitise hands before doing so.</p> <p>Hirers must observe social distancing guidance when arranging their activities.</p> <p>Hirers should wash hands regularly.</p>	
<p>Hirers and Users - upholstered seating in all areas</p>	<p>Risk of infection from virus on fabric which cannot readily be cleaned between uses.</p>	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. After use hirers should return them using cleaned hands/gloves and label them to show date used.</p>	
<p>Hirers and Users in Side Room</p>	<p>Risk of infection from personal contact as social distancing more difficult in smaller areas.</p>	<p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p>	

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	<p>Risk of infection from: Door and window handles Light switches Tables, chair backs and arms.</p>	<p>Rooms with carpeted floors not hired for keep fit type classes.</p> <p>Hirers to wipe down all surfaces and equipment that have been touched/used.</p>	
Users in office	<p>Risk of infection from personal contact as social distancing more difficult in smaller areas.</p> <p>Risk of infection from: Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p> <p>Hirers to wipe down all surfaces and shared equipment eg copier that have been touched/used.</p>	
Hirers and Users of Kitchen	<p>Risk of infection from personal contact as social distancing more difficult in smaller areas.</p> <p>Risk of infection from: Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels are provided but hirers are encouraged to bring their own</p>	<p>Cleaning materials are made available under the sink, regularly checked and re-stocked as necessary.</p>

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	Kettle/hot water boiler Cooker/Microwave	food and drink for the time being.	
Hirers and Users - Store cupboards	Risk of infection from personal contact as social distancing impossible. Risk of infection from door handles, light switch	Only users with dedicated storage cupboards may have access. Hirer must limit contact and ensure external cleaning after use. If there is unplanned use of eg cleaning gear cupboards, hirer must clean handles and any tools used.	
Hirers and Users - Storage Rooms (for furniture & equipment)	Risk of infection from personal contact as social distancing more difficult in smaller areas Risk of infection from: Door handles in use. Equipment needing to be moved not normally in use	Hirer to control accessing and stowing equipment to encourage social distancing. Hirer to clean equipment after use and clean handles etc	
Hirers and Users - Indoor Toilets	Risk of infection from personal contact as social distancing more difficult in smaller areas, potential for queue	Management may limit the number of toilets available to suit particular hire group. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.	Management will ensure soap, paper towels, tissues and toilet paper are regularly replenished. Spare supplies are generally under kitchen sink.

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	<p>Risk of infection from: surfaces in frequent use door handles, light switches, basins, toilet handles, seats, baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to clean all surfaces etc before users arrive (unless staff have cleaned before hire).</p>	
<p>Hirers and Users - Event administration</p>	<p>Risk of infection from personal contact in small area around ticket point, point of sale etc</p> <p>Risk of infection from table surfaces, handling cash and tickets etc</p>	<p>Hirers to arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.</p> <p>Cash payments/donations to be handled by one individual wearing gloves.</p>	