



St Andrew's Hall

COVID-19 Risk Assessment for St Andrew's Hall

Relevant to all user groups. Important Notes:

1. This COVID-19 Risk Assessment will be updated in the 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

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

**Red – Actions based on Government advice
(St Andrew's Hall considers these to be mandatory)**

Orange – Actions which are strongly recommended

Green – Actions that need to be considered

	Risk identified	Actions to take to mitigate risk	Notes
All user groups	The possibility that they will be cleaning/touching surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths.	Stay at home guidance if unwell at entrance and in Main Hall. Deb Instant Foam Complete Antibacterial hand sanitizer is provided at the entrance and exit to the building and in all rooms.	See separate cleaning schedule for extra cleaning provision.
	-	Masks to be worn in all public areas.	They must be worn in all rooms for the duration of any event open to the public but exemptions may be applied on the completion of individual group risk assessments in agreement with the Hall Management Committee.



St Andrew's Hall

	Risk identified	Actions to take to mitigate risk	Notes
Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises.	Mark out 2metre waiting area outside all potential entrances/exits with tape to encourage care when queueing to enter or exit the building.	-
	Parking area is too congested to allow social distancing.	Hall Manager to check area outside doors for rubbish which might be contaminated, e.g. tissues.	-
	People drop tissues.	Wear plastic gloves and remove.	-



St Andrew's Hall

	Risk identified	Actions to take to mitigate risk	Notes
Entrance foyer and first floor corridor	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>2 metre spacing to be marked out leading up to the front door, in the foyer and corridor.</p> <p>Masks to be worn in all public areas.</p>	<p>They must be worn in all rooms for the duration of any event open to the public but exemptions may be applied on the completion of individual group risk assessments in agreement with the Hall Management Committee.</p>
	-	<p>Entrance only through the Main front door for users in the Main Hall and exit from the Main Hall by fire exits.</p>	-
	-	<p>First floor users will follow the directional signs guiding them in and out of the building.</p>	-
	-	<p>Deb Instant Foam Complete Antibacterial hand sanitizer is provided at the entrance and exit to the building and in all rooms.</p>	-



St Andrew's Hall

	Risk identified	Actions to take to mitigate risk	Notes
Main Hall	Capacity maximum 30	Currently no more than two households/bubbles are recommended to meet indoors. However where they do then social distancing (2m) must be observed and households/bubbles must avoid unnecessary contact with others.	<p>Within these recommendations we can accommodate the following numbers in each room whilst following 2m social distancing measures.</p> <p>Main Hall x 30 Annexe x 8 Room 1 x 3 Room 2 x 8 Room 3 x 6</p> <p>These numbers are on the conservative side to allow for a margin of error and very slight flexibility when liaising with individual hirers and understanding their specific requirements better.</p>
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms high risk surfaces	<p>Door handles, light switches, window catches, tables, chairs and other equipment used must be cleaned by hirers before and after use. Extra "free" time will be given to each group to allow for this.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	See separate cleaning schedule for extra cleaning provision.
	Social distancing to be observed	Masks to be worn in all public areas.	They must be worn in all rooms for the duration of any event open to the public but exemptions may be applied on the completion of individual group risk assessments in agreement with the Hall Management Committee.



St Andrew's Hall

	Risk identified	Actions to take to mitigate risk	Notes
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Avoid touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Hall Manager to rotate use of upholstered chairs.	See separate cleaning schedule for extra cleaning provision



St Andrew's Hall

	Risk identified	Actions to take to mitigate risk	Notes
Small meeting rooms and offices	Social distancing more difficult in smaller areas	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices space and for one to one meetings.</p> <p>Deb Instant Foam Complete Antibacterial hand sanitizer is provided at the entrance and exit to the building and in all rooms.</p>	-
	Door and window handles Light switches, Tables, chair backs and arms.	The kitchenette area will not be open for general use. Kettles will be provided in each room. Users must bring their own cups and ingredients.	See separate cleaning schedule for extra cleaning provision.
	Risk identified	Actions to take to mitigate risk	Notes
Cleaning Cupboard	Social distancing not possible Door handles, light switch	Public access not allowed. Hall Manager to decide frequency of cleaning.	-



St Andrew's Hall

	Risk identified	Actions to take to mitigate risk	Notes
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use.	Hall users to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	-
	Equipment needing to be moved not normally in use		
	Risk identified	Actions to take to mitigate risk	Notes
Toilets	Social distancing difficult.	Only one person per room to be allowed at any one time. Masks must be worn.	See separate cleaning schedule for extra cleaning provision.
	Surfaces in frequent use; door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Engaged/vacant signage on external doors. Posters to encourage 20 second hand washing on display. Instructions to wipe down all touched surfaces before and after use. Disposable anti bacterial wipes to be available in every cubicle and at the sinks.	-



St Andrew's Hall

	Risk identified	Actions to take to mitigate risk	Notes
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	The kitchen will not be open for general use. Kettles will be provided in each room. Users must bring their own cups.	–

Please Note

Hire Charges may be increased with 28 days notification. Charges are calculated from the time access is required for preparation until the area is cleared after use.

Contact details of Staff at St Andrew's Hall:

 Rachel Clarke, St Andrew's Hall Manager, St Andrew's Hall, St Andrew's Road, Chesterton, Cambridge, CB4 1DH

 01223 306150

 rachel@standrews-hall.co.uk

 www.standrews-hall.co.uk