



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	<p>The possibility that they will be cleaning/touching surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p>	<p>Deb Instant Foam Complete Antibacterial hand sanitizer is provided at the entrance and exit to the building and in all rooms.</p> <p>We strongly encourage masks to be worn in all public areas of the Hall and at any events which are open to the public.</p> <p>All windows and doors where possible are to be opened on arrival.</p>	<p>See separate cleaning schedule for extra cleaning provision.</p>



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Car Park/paths/ patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Hall Manager to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>	-



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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>We strongly encourage masks to be worn in all public areas of the Hall and at any events which are open to the public.</p> <p>All windows and doors where possible are to be opened on arrival.</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>	–



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	Risk identified	Actions to take to mitigate risk	Notes
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>All windows and doors where possible are to be opened on arrival.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>We strongly encourage masks to be worn in all public areas of the Hall and at any events which are open to the public.</p>	<p>Within these recommendations the Hall Management Committee have limited the maximum number of people allowed in each of the rooms to the following;</p> <p>Main Hall x 40 Annexe x 15 Room 1 x 4 Room 2 x 12 Room 3 x 8</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> <p>See separate cleaning schedule for extra cleaning provision.</p>



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Upholstered seating	<p>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.</p>	<p>Avoid touching them unless wearing plastic gloves.</p> <p>Clean metal/plastic parts regularly touched.</p> <p>Hall Manager to rotate use of upholstered chairs.</p>	<p>See separate cleaning schedule for extra cleaning provision.</p>



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Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles Light switches, tables, chair backs and arms.</p>	<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> <p>The kitchenette area will only be open for accessing the tap. Kettles will be provided in each room. Users must bring their own cups and ingredients.</p>	<p>See separate cleaning schedule for extra cleaning provision.</p>

	Risk identified	Actions to take to mitigate risk	Notes
Cleaning Cupboard	<p>Social distancing not possible Door handles, light switch</p>	<p>Public access not allowed. Hall Manager to decide frequency of cleaning.</p>	<p>–</p>



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Storage Rooms (furniture/equipment)	<p>Social distancing more difficult Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	<p>Hall users to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	-
	Risk identified	Actions to take to mitigate risk	Notes
Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use; door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Only one person per room to be allowed at any one time.</p> <p>We strongly encourage masks to be worn in all public areas of the Hall and at any events which are open to the public.</p> <p>Engaged/vacant signage on external doors. Posters to encourage 20 second hand washing on display.</p> <p>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.</p>	<p>See separate cleaning schedule for extra cleaning provision.</p>



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	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 is now open with a maximum of 4 people allowed in at any one time. We strongly encourage masks to be worn in all public areas of the Hall and at any events which are open to the public.	–

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.

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