



## Farmborough Memorial Hall

**FMH: 001**

# Detailed Risk Assessment

Task Number Assessment Ref:  
COVID-19 Control Measures  
Page 1 of 9

**Task / Activity under assessment: COID-19 Restrictions - health and safety for hall volunteers, cleaners and hirers**

**Date of assessment: 26 June 2020**

Prior to the hall reopening post COVID-19 lockdown, the hall committee have assessed the risk of spreading the virus by hirers and what additional measures are required. In addition, the risk posed to those cleaning the hall on behalf of the hall committee has also been included in this assessment.

Assessment Team	Name	Position	Digital Sign and Date Stamp*
Risk Assessor	Phil Gray	Bookings & Treasurer	
Other personnel involved in the risk assessment	Lisa Hegan	Timsbury Guides	<i>Lisa Hegan</i>

\* agree who will authorise this risk assessment and complete their name and position on final page before signing

Review History – A black bar in the left-hand margin will indicate the location of the change

Date	Reason for Review	Risk Assessor	Other persons involved	Additional Controls?	Responsible Person
27/07/2020	Update with respect to hiring to vulnerable groups. Part B actions required prior to opening marked as 'Complete'	Phil Gray		Itemised on line 16.	Phil Gray
17/08/2020	Update with respect to face coverings following clarification from ACRE	Phil Gray		Itemised on line 9	Phil Gray
24/09/2020	Update following guidance with heating system	Phil Gray		Itemised on line 10	Phil Gray

This risk assessment has been carried out by a risk assessment team in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.



## Farmborough Memorial Hall

**FMH: 001**

# Detailed Risk Assessment

Task Number Assessment Ref:  
COVID-19 Control Measures  
Page 2 of 9

### Assessing Risk

- Consider each potential hazard in turn.
- Determine the risks arising and who or what they will affect: cleaner, volunteers, hirers, objects, reputation or service.
- Identify any existing measures used to control the risk.
- Establish the likelihood of occurrence and severity of consequence to determine current level of risk.
- If necessary, identify the additional measures required to reduce / control the level of risk.

Remember that once agreed these control measures **must** be applied whenever the activity is carried out.

The Likelihood			Multiplied by:	The Consequence		
<b>Almost Certain</b>	5	Will happen at some point		<b>Insignificant</b>	1	No risk of injury, financial loss/damage, service disruption, reputational damage
<b>Likely</b>	4	Probably will happen at some point		<b>Minor</b>	2	Risk of very minor injury/near miss, some financial loss/damage, minor service disruption, minor reputational damage
<b>Possible</b>	3	May happen at some point		<b>Moderate</b>	3	More serious injury (possibly RIDDOR reportable), moderate financial loss/damage, significant service disruption, significant reputational damage
<b>Unlikely</b>	2	Do not expect it to happen but could		<b>Major</b>	4	Major injury (RIDDOR reportable), significant loss/damage, major service disruption, major reputational damage
<b>Rare</b>	1	Very unlikely to happen		<b>Catastrophic</b>	5	Fatality likely, severe financial loss/damage incurred, extended major service disruption, extended major reputational damage

Equals the Severity					
Consequence \ Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>5 - Almost Certain</b>	(5) Low	(10) Medium	(15) High	(20) High	(25) High
<b>4 - Likely</b>	(4) Low	(8) Medium	(12) High	(16) High	(20) High
<b>3 - Possible</b>	(3) Low	(6) Low	(9) Medium	(12) High	(15) High
<b>2 - Unlikely</b>	(2) Low	(4) Low	(6) Low	(8) Medium	(10) Medium
<b>1 - Rare</b>	(1) Low	(2) Low	(3) Low	(4) Low	(5) Low

<b>High</b>	Immediate risk of major or fatal injury; significant damage to infrastructure or environment; or major service disruption
<b>Medium</b>	Risk has the potential to cause serious personal injury; damage to infrastructure or environment; or significant service disruption.
<b>Low</b>	Low risk of injury, damage or service disruption. Existing controls should be sufficient. Ensure controls are adhered to and activity does not alter.



## Farmborough Memorial Hall

**FMH: 001**

# Detailed Risk Assessment

Task Number Assessment Ref:  
COVID-19 Control Measures  
Page 3 of 9

### PART A – ASSESSMENT OF RISK

Risk Ref	Activity Detail	Hazard	Consequence	Existing Control Measures	Risk Rating S = L x C			Additional Control Measures Required (Add details in Part B)	Risk Rating S = L x C		
					L	C	S		L	C	S
1	Hall users – arriving at the hall	Hirers come near others outside of their household in car park	Potential infection risk	None – only the existing knowledge by hirers of 2m distance requirements	3	3	9	Signs required visible from car park. Hirers informed prior to booking to let their attendees know.	2	3	6
2	Hall users – walking into the hall	Not possible to social distance (2m) due to restricted space	Potential infection risk	None – only the existing knowledge by hirers of 2m distance requirements	4	3	12	Signs required visible from outside to state one person at a time in the foyer	1	3	3
3	Hall users – in the main hall/annex area	Hirers come close to others outside their household in foyer area	Potential infection risk	None – only the existing knowledge by hirers of 2m distance requirements	4	3	12	Signs required reminding of social distance requirements and face covering required. Limit numbers in the hall to a maximum of 30 (25%).	2	3	6
4	Hall users - Use of door handles and other touchpoints	Virus spread by touch	Potential infection risk	Regular cleaning of door handles and touchpoint surfaces	4	3	12	In addition to increased cleaning by caretaker, all hirers will be required to clean door handles and touchpoints at the start and end of booking. Hand sanitiser points available in foyer, hall and annex. Additional time will be allowed	2	3	6
5	Hall users - Use of toilets (Not disabled toilet)	Not possible to social distance (2m) with others using facilities due to restricted space	Potential infection risk	None – only the existing knowledge by hirers of 2m distance requirements	4	3	12	Instructions to allow only one person into toilet area at a time. Doors to be hooked open allowing users to call out prior to entering and reducing touch point. Design of toilets still allows privacy to be maintained.	3	2	6



## Farmborough Memorial Hall

**FMH: 001**

# Detailed Risk Assessment

Task Number Assessment Ref:  
COVID-19 Control Measures  
Page 4 of 9

Risk Ref	Activity Detail	Hazard	Consequence	Existing Control Measures	Risk Rating S = L x C			Additional Control Measures Required (Add details in Part B)	Risk Rating S = L x C		
					L	C	S		L	C	S
6	Hall users – Use of disabled toilet	Overuse from those wishing to avoid standard toilets	Increased use of touch points increases risk of infection.	None	4	3	12	Sign to be attached to door discouraging use except for those who genuinely require the additional accessibility this toilet provides	2	3	6
7	Hall users – Using toilets but not washing or not sufficiently washing hands afterwards	Virus (not just COVID-19) spread by touch	Potential infection risk	None	4	3	12	Signs reminding to wash hands on back of toilet cubicle doors and adjacent to urinals. Additional reminders of how to thoroughly wash hands next to all wash basins.	2	3	6
8	Hall users – Use of hot air hand dryers in toilets	Government concerns about keeping hot air hand dryers sanitary	Potential infection risk	None	3	3	9	Isolate hot air hand dryers and provide disposable paper towels and open top bin	1	3	3
9	Hall users – using the hall with symptoms of COVID-19	Infect other users of the hall	Outbreak of COVID-19 in immediate and surrounding area	None – only existing knowledge of hirers to self-isolate should they realise they are starting to show symptoms.	4	4	16	Sign in window of the hall stating not to enter if displaying symptoms. Terms of hire to be amended to state all hirers must agree to abide by this requirement. Face masks are now mandatory for non-exercise groups.	1	4	4
10	Hall heating system	Strong air stream blows expelled droplets from one infected person to others more than 2m away	Potential infection risk	None	3	3	9	Keep heating system set to low fan speed and locked to prevent user interference.	1	3	3
11	Use of kitchen	Virus spread by touch from use of equipment, crockery and cutlery	Potential infection risk	None	3	3	9	Kitchen to be locked out of use to hirers as per government instruction until further notice	1	3	3



## Farmborough Memorial Hall

**FMH: 001**

# Detailed Risk Assessment

Task Number Assessment Ref:  
COVID-19 Control Measures  
Page 5 of 9

Risk Ref	Activity Detail	Hazard	Consequence	Existing Control Measures	Risk Rating S = L x C			Additional Control Measures Required (Add details in Part B)	Risk Rating S = L x C		
					L	C	S		L	C	S
12	Use of stored equipment by unauthorised hall users	Virus spread by touch from insufficient cleaning due to authorised users unaware of additional use	Potential infection risk	None	4	3	12	'No Unauthorised Entry' signs to be applied to storage areas. Storeroom to be locked with large tables left in annex area	2	3	6
13	Used of committee room	Difficult to maintain 2m distance due to restricted space	Potential infection risk	None	4	3	12	Room to be taken out of use.	1	3	3
14	Use of upholstered chairs	Difficult to keep clean without specialist cleaning techniques such as fogging	Potential infection risk	None	4	3	12	Chairs removed from use and easy wipe-clean plastic chairs provided instead	2	3	6
15	Use of microphone for PA/hearing loop use	Virus spread by touch	Potential infection risk	None	4	3	12	Users to declare their intention to use the PA mic and only to be issued on demand. Mic must be cleaned before and after use	2	3	6
16	Use of hall by vulnerable groups	Increased likelihood of COVID-19 causing serious respiratory issues	Significant risk to those with underlying conditions and in the +70 age bracket	The hall has been out of use to this group. However, the guidance is now they are permitted with distancing precautions taken	1	4	4	Hirers with vulnerable attendees will need to assess their needs and apply appropriate precautions in line with government advice	2	4	8
17	Cleaning of hall by caretaker or authorised delegated person	Repeated exposure to touch points	Potential infection risk	None	4	3	12	Correct PPE will be provided including gloves and apron/dust coat.	2	3	6
18	Cleaning up after someone taken ill at the hall with potential symptoms	Exposure to contaminated paper towels and anything else touched or coughed upon	Outbreak of COVID-19 in immediate and surrounding area	None	4	4	16	Instructions to be issued to hirers to immediately close hall and inform committee. Hall to remain closed until deep cleaned. All contaminated items to be double bagged and stored for 72-hours prior to disposal.	1	4	4



## Farmborough Memorial Hall

**FMH: 001**

# Detailed Risk Assessment

Task Number Assessment Ref:  
COVID-19 Control Measures  
Page 6 of 9

Risk Ref	Activity Detail	Hazard	Consequence	Existing Control Measures	Risk Rating S = L x C			Additional Control Measures Required (Add details in Part B)	Risk Rating S = L x C		
					L	C	S		L	C	S
19	Hirer using the hall against their insurers/affiliated body instructions	Activity in breach of government guidelines and increase risk virus spread by activity	Potential infection risk	None	3	4	12	Hirers must agree to informing insurers/affiliated body prior to resuming hire. Booking clerk to check for proof if required	1	4	4

### PART B – ADDITIONAL CONTROL MEASURES REQUIRED

Risk Ref	Control measures Required	Comments / Date for Implementation (where applicable)
1	A sign to remind hall users to keep 2m apart at all times to be attached to the window of the foyer facing out across the car park. A2 in size	Required before the hall is re-opened. – Complete. Not A2 but 1.2m tall
2	Signs facing out to the car park and into the hall stating only one person at a time allowed in the foyer	Required before the hall is re-opened. - Complete
3	Numerous signs strategically placed around the hall reminding users to keep 2m apart	Required before the hall is re-opened. - Complete
4	Temporary hire agreement to be in place and signed by hirer agreeing to cleaning requirements of touch points	Required before hirer is allowed to use the hall once re-opened. - Complete
4	Hand sanitisers to be attached to the walls in the foyer, hall and annex area.	Required before the hall is re-opened. - Complete
5	Instructions to be attached to the door stating one person at a time and to call out if occupied	Required before the hall is re-opened. - Complete



## Farmborough Memorial Hall

**FMH: 001**

# Detailed Risk Assessment

Task Number Assessment Ref:  
COVID-19 Control Measures  
Page 7 of 9

Risk Ref	Control measures Required	Comments / Date for Implementation (where applicable)
5	Outer toilet doors to be hooked open with signs stating that they must be kept open during the hire of the hall	Required before the hall is re-opened. - Complete
6	Sign attached to outside of door of disabled toilet stating that is for the use of those needing the increased accessibility functionality only and why. If this is seen or reported as being not observed, then the option of a RADAR lock will need to be considered.	Required before the hall is re-opened. - Complete
7	"Now wash your hands" signs to be placed on back of cubicle doors and near urinals.	Required before the hall is re-opened. - Complete
7	Posters of how to wash hands properly to be placed adjacent to wash basins	Required before the hall is re-opened. - Complete
8	Hot air hand dryers to either be isolated or removed and replaced with paper towel dispensers in all toilets. Open bins placed below	Required before the hall is re-opened. - Complete
9	Sign in entrance stating not to enter if suffering with symptoms of COVID-19. Part of signing and agreeing new terms of hire will include the requirement that a hall user must not enter the hall if they are or believe they are displaying symptoms. Face mask sign and exemption list in entrance	Required before the hall is re-opened. - Complete
10	Hall heating system to be programmed for low fan speed. Lock to be added to electrical cupboard to prevent tampering	Required before the hall is re-opened. - Complete
11	Do not enter sign to be placed on kitchen door and locked shut.	Required before the hall is re-opened. - Complete
12	"No Unauthorised Entry" signs to be added to table store and door to undercroft. Tables to be moved to annex and table store to be locked when not used authorised users.	Required before the hall is re-opened. - Complete



## Farmborough Memorial Hall

**FMH: 001**

# Detailed Risk Assessment

Task Number Assessment Ref:  
COVID-19 Control Measures  
Page 8 of 9

Risk Ref	Control measures Required	Comments / Date for Implementation (where applicable)
13	Lock to be added to committee room to prevent unauthorised entry	Required before the hall is re-opened. - Complete
14	All upholstered chairs to be moved into committee room. Plastic chairs to be brought back into use	Required before the hall is re-opened. - Complete
15	Microphone to be locked out of use and key only issued to authorised users with agreement in place about cleaning required both before and after	Required before the hall is re-opened. - Complete
16	Booking clerk to check with those booking the hall with potential vulnerable groups to ensure they are aware of the requirements and what is required of them	Required before the hall is hired to such groups.
17	New cleaning regime to be drawn up and agreed with caretaker	Required before the hall is re-opened. - Complete
18	New hire agreement to be drawn up and hirers to sign prior to allowing re-hire. This must include instructions of what to do should someone be taken ill during hire. Instruction of how to clean the hall post incident to be drawn up and agreed with caretaker	Required before the hall is re-opened. - Complete
19	New hire agreement to be drawn up and hirers to sign prior to allowing re-hire. This must include a signed declaration that their insurer/affiliated body has agreed to their hire taking place.	Required before the hall is re-opened. - Complete





## Farmborough Memorial Hall

**FMH: 001**

# Detailed Risk Assessment

Task Number Assessment Ref:  
COVID-19 Control Measures  
Page 9 of 9

### SUMMARY and AUTHORISATION

This risk assessment has been carried out in accordance with the requirements of the current Management of Health & Safety at Work Regulations.

**NOTE:** This risk assessment should be taken in conjunction with any safe system of work, procedure or method statement for the task being carried out

#### Summary of issues relevant to this assessment:

The hall cannot reopen for hire until all actions required have been completed and formally agreed with the committee/trustees, the "COVID Safe" certification completed, and the hall insurer informed of the situation.

This risk assessment is valid until there is a significant change to procedures affecting this assessment.

I confirm I was not part of the risk assessment team. I have reviewed this risk assessment and as the legal representative of Farmborough Memorial Hall I accept the recommendations above on behalf of the management committee	Name: Sally Davis	Sign and date:  <i>Sally Davis</i>  01.10.2020  (not the same as any on page 1)
	Position: Farmborough Memorial Hall Management Committee Chairman	