

PANT MEMORIAL INSTITUTE - Registered Charity 240435
Pant Memorial Hall, Pant, Oswestry, SY10 9QG



RISK ASSESSMENT - OCTOBER 2020 including Covid-19

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Electricity	Users risk electric shocks or burns from faulty insulation Users may bring unsafe equipment to hall	All work carried out by qualified and registered electrician Five yearly inspection of installation All hall equipment PAT tested annually All plug-in socket covers removed and their future use banned Booking conditions mandate safe equipment.	Repeat PAT test	Secretary	Ongoing
Work at height	Anyone risks injury when working at height. Mobile phone coverage at hall can be poor, so lone users cannot rely on a mobile as a safety aid.	Contractors and hirers reminded that mobile coverage is poor (O2 and Vodafone only) Hall stepladder not to be used alone and its condition monitored. Committee members reminded to tell someone that they are at the hall. Any work at height done with min two people present.	No further action needed.	Secretary	Ongoing
Hot water	Hot water presents a scald risk. Kitchen, bar area and toilets all have hot water heaters. All set at 60 degrees to prevent legionnaires. Kitchen also has a boiling water device.	'No children in kitchen' policy 'caution – hot water' stickers in kitchen Boiling water device is secured to wall and positioned for safe use of teapots. Stress keeping children out of kitchen – new notice placed. Hirer information advises boiling water device in kitchen. Burn dressings added to first aid kit	Annual cleaning of spray heads on water heaters in toilets	Booking secretary	Ongoing
Vehicle Movement	Risk of collision or injury from moving vehicles in car park	Car park is small. Good visibility in both directions. Children supervised at all times and everyone is aware of busy road.	Trim plant by car park entrance as needed to ensure clear visibility.	Committee	Ongoing

Accidents	Anyone	First aid kits available with BSE approved contents. Contents updated. Blue plasters (food preparation) and eye wash bottles added to standard list. First aid kits checked monthly and logged. Accident form system implemented.		Secretary	Ongoing
Outside Play area	Risk of slipping. Possible risk in icy weather despite non-slip surface. Children can climb on to brick wall which has drop to tarmac on far side.	Area fenced off with gate that is very difficult to open. Anti-climb paint warning notices added. Access door to this area from hall is locked, with key out of reach of children.	New hallway tiles chosen with minimal slip in mind. Continue to remove litter when we see it. Keep play area clear when unattended.	Committee	Ongoing
Fire	Risk of injury or death in case of fire Building is a single-storey structure with fire exits at both ends.	Professional fire risk assessment done November 2017 and all actions implemented. Maximum occupancy 120, hirers are advised 100. Fire alarm and up to date emergency lighting installed. Signs up dated. Weekly alarm checks and monthly lighting checks being done and logged. Professional checks of alarm, lights and extinguishers in place (contract with Chubb) No smoking/vaping signs in place. No rubbish collection to site – all users take their own rubbish away Total ban on gas appliances. Professional caterers may use small food-warming burners at their risk and responsibility if alarm is set off. Neighbours keeping an informal eye on hall Regular review of stored items.	No toys to be left in outside play area; internal storage only to be used. Contents to be reduced to fit available storage. Minimise storage of paint (pending further redecoration)	Secretary/ committee	Ongoing
Hygiene	Food poisoning. Infection spread risk. Vermin attracted by food.	Self-employed cleaner visiting weekly when hall open, fortnightly if hall closed. No rubbish collection- bin liners provided to help users remove their own rubbish. Blue plasters added to first aid kit. Food storage limited to tea/biscuits in sealed containers. Auto-flush device installed for urinals. Paper towels to be used at bazaar for hand hygiene.	Monitor overall cleanliness.	Committee	Ongoing
Manual Handling	Risk of injury if lifting items that are too heavy. All chairs and tables are placed in hall and then returned to store after each event.	New table rack and trolley provided. Room layout and storage information provided. Tables numbered to aid fault reporting.	Ensure hirers are advised of correct storage	Secretary	Ongoing

Replacing Light Tubes/cleaning light fittings	All at ceiling level with risk of falling while replacing	Fluorescent tubes in main room replaced July 2020 with long-life LED panels. Tubes in kitchen need contractor replacement due to ceiling height – would provide own ladder. Occasional clean of ceiling light shades in toilets needed as not sealed.	Anyone cleaning lights to ensure have help at hand, take care when using stepladder.	Committee	Ongoing
Children on Premises	Hall is on busy main road and has several separate areas so children can go out of sight. Locking front door is possible but has related fire escape risk. General safeguarding.	Need to supervise children is stressed. Hiring agreement mandates childcare provisions and DBS checks for commercial hirers running activities for children. Toddler group locks door but keeps key nearby on hook. ‘No children in kitchen’ sign placed. Safeguarding policy produced and agreed.	No further action needed beyond reminders to hirers.	Booking secretary	Ongoing
Bouncy Castles	Risk of injury (and damage) from use of these. Insurers mandate only professional suppliers.	Bouncy castles are only allowed inside the hall, limited to 2 metre height (i.e. 6 years and under). Hirers must provide copy of public liability to booking secretary before booking is confirmed.	Continue to remind users of this requirement. No hall hire for bouncy castle use unless public liability policy provided. (Note: copy held from RJK)	Booking secretary	Ongoing
Violence and Aggression	Risk of escalation of arguments regarding use of hall or car park. Risk to committee member property if they are known to be absent from home.	Personal details of committee members are not public domain. The contact details for the hall are its own address, the booking mobile and generic email addresses. No alcohol licence for hall – any hirers wishing to sell alcohol must obtain their own licence. Committee reminded NOT to give out personal details of other members. (mandated in data protection policy)		Secretary Committee members	Ongoing
Legionnaire's Disease	Risk of infection from legionella bacteria. Risk temperature range for water is 20-45 degrees centigrade.	Water heaters set to 60 degrees No main water boiler or showers No water tank ‘Boiling’ water device for hot drinks is set to 96 degrees Building is low risk for legionella	Drain and refill boiling water device if not used for more than a week. If hall is not in regular use, taps to be run and toilets flushed weekly.	Booking secretary to advise if hall out of use. Secretary to action or delegate.	Ongoing
Hazardous Substances	Risk of inhalation or burn injury from cleaning products.	Cleaner provides her own cleaning materials and rubber gloves. No cleaning tasks require materials beyond normal domestic use. Any COSHH substances used by professionals only.	No further action needed		
Storage	Incorrect storage risks injury from falling objects	New table storage system and storeroom layout implemented September 2019. Baby and toddler group no longer running at hall, all items to be removed.	Ensure future storage monitored and limited so that no cupboards become overloaded. Ensure unused items removed.	Secretary	Ongoing

Asbestos	Very low risk to users and committee members in normal circumstances. Risk to maintenance workers.	Asbestos survey carried out January 2018. Some sources identified and recorded. 500kg of asbestos removed and professionally disposed during hallway works August 2018. Asbestos management plan issued	Review asbestos management plan when further works done, issue to contractors.	Secretary	Ongoing
Covid 19 – while hall closed	Risk of infection transmission or contamination of building. Those accessing building: contractors doing works, cleaner, committee members doing checks.	Building closed to all except those listed, notice on door. No-one with symptoms or who is self-isolating to enter. Only one person in building at a time unless from same household. Secretary to co-ordinate inspections and works to ensure no overlap. Kitchen out of use until further notice – anyone using hall to bring their own utensils/provisions. Hall has been deep-cleaned. Wear gloves when visiting hall and touch as little as possible. Face coverings mandatory except legal exemptions as of 8 th August 2020.	Issue instructions to contractors: - key to be provided with social distancing. - one 'team' only in the hall at a time; contractor to use staff under their own risk assessment. No access if have symptoms or are self-isolating. - any queries to be resolved via phone or video call, not in person unless essential. - contractor to bring their own food and drink utensils. Kitchen out of use except for cold drinking water supply - wash hands frequently; we provide soap. - contractor to clean washroom surfaces used before leaving; we will provide disinfectant and paper towels. - contractor to take away ALL rubbish including paper towels. Put barrier tape across kitchen cupboards and equipment to reinforce message.	Secretary and committee	Ongoing throughout pandemic

COVID-19 ADDITIONAL RISKS (adapted from sample provided by ACRE)

NOTE: HALL IS MANDATORY FACE COVERING AREA AS OF 8TH AUGUST 2020. EXEMPTIONS ONLY AS PER GOVERNMENT GUIDANCE.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Covid 19 – general risk to cleaner and committee	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers. Risk to vulnerable committee members Hirers do not comply with requirements placed on them	Stay at home guidance at entrance and in Main Hall. Contractor provides own PPE. Cleaner advised to wash outer clothes after cleaning duties. Kit box with PPE provided in case of Covid-19 incident All hirers to fill in risk assessment template which will be provided to them. Provides evidence that they have plans to control these risks and have read info.	Warn cleaner and committee if there is a covid-19 incident on the premises or if someone who attended advises symptoms	secretary	Ongoing throughout crisis
Car park and exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area could become too congested to allow social distancing. People drop tissues.	2 metre social distance sign at front door. Hirers told to manage external access; e.g. by asking people to wait in cars. Remind all that a car park space is 2 metres wide Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Continue to remind hirers that they may need help to manage outside/entrance hall – there is no sight line. Do not accept booking if concerned that this will not be done.	Hirers via booking conditions booking secretary	Ongoing throughout crisis
Entrance hall	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	2 metre distance reminder posters. Provide plenty of signage. No one-way as not practical; people will return to toilets, kitchen fire exit not well lit at night – but fire exit may be used by all but last person to leave. Door handles and light switches to be cleaned by hirers and cleaners. Hand sanitiser to be provided by hall	Repeat reminders that the hall is a ‘no bin zone’	Hirers via booking conditions	Ongoing throughout crisis
Face coverings	Hall is a mandatory face covering area after 8/8/20. Need to ensure this is not seen as a substitute for social distancing.	Friendly reminder notice on front door. Legal notice also on door. Advise those working alone in hall (e.g. cleaner, fire kit testers) that using a face covering may not be essential but they should have one with them in case someone else arrives.		Committee to transmit to all users	Ongoing throughout crisis

Main Hall and side room	Door handles, light switches, window catches, furniture are touch points. Social distancing. Ventilation	Door handles, lights switches, window catches, furniture to be cleaned by hirers before and after. Hirers agree to arrange and monitor social distancing during activities. Hirers to encourage frequent handwashing Leave several window keys (on fobs) on windowsills Door wedges available to help ventilation, subject to fire door regulations.		Hirers via booking conditions. Keys to be provided by committee.	Ongoing throughout crisis
Upholstered seating	Difficult to clean	Remove from side room and replace with standard chairs. Stack upholstered chairs in store and tape off. Advise hirers that upholstered chairs not currently available.		committee	Ongoing throughout crisis
Side room	Small, limited capacity	We only hire to one group at a time. Recommend they hold activities in main hall. Side room windows and doors can be opened for extra ventilation	Remind hirers not to use side room as waiting area – risk of overcrowding.	Hirers via booking conditions	Ongoing throughout crisis
Kitchen	Obvious congregating point	Close it – accept reduced facilities in return for better hygiene. Tape off all cupboards and appliances except drinking water tap. Hirers told to bring all food, drink and utensils, and remove afterwards. No washing up facility provided.		Hirers via booking conditions	Ongoing throughout crisis
Store rooms	Limited size and ventilation	Lighting now on 'no touch' sensors Hirers to put out furniture themselves or supervise limited numbers. Hirers to clean furniture used before replacing it.		Hirers via booking conditions	Ongoing throughout crisis
Toy cupboard	Very full and very difficult to clean	Locked and accessed by mother and toddler group only. All items to be cleaned and put away after each session. Will not be used for another week.		Mother and toddler group	Ongoing throughout crisis

Toilets	Narrow entrances Limited space	<ol style="list-style-type: none"> 1) Lighting now on 'no touch' sensors 2) signage shows one person at a time in each toilet (except if carer needed) 3) replace pull strings for hot water devices, cover with plastic tube for easier cleaning. 4) tape off all but one cubicle in ladies, all but one urinal in gents to reinforce message and reduce cleaning 5) hirers to clean surfaces, taps, handles and soap dispensers before and after hire 6) cleaner to ensure soap dispensers cleaned and refilled 7) toddler group to ensure step is cleaned and put away after use 		Hirers via booking conditions except items 3 and 4 – committee	Ongoing throughout crisis
One off hirers	<p>Not familiar with hall</p> <p>extra contact a risk to booking secretary (and hirer)</p> <p>handling of cash/cheque/paper an infection risk</p> <p>key transfer an infection risk</p> <p>furniture loan risks transfer from an infected area</p>	<p>Virtual tour on website – we will not do 'showrounds'</p> <p>All documents on website for hirers to read and complete. Paper transfer to be minimised; documents to be emailed if possible.</p> <p>payments by online banking. Cash/cheque only if no alternative.</p> <p>'information for hirers' includes how to turn off water as well as usual emergency info.</p> <p>Loan keys provided - quarantine on return for 72 hours.</p> <p>No furniture hire – too difficult to track and clean</p>	<p>Investigate mechanism for online form-filling that produces a signed pdf that the booking secretary can print at home.</p> <p>Allow paypal payments (extra charge)</p>	Booking secretary	Ongoing throughout crisis
Track and Trace	Legal requirement to monitor all visits to the hall	<p>QR code displayed in entrance hall</p> <p>All hirers advised to take contact details or ensure use of QR code and app</p> <p>Cleaner and committee advised to inform secretary of ALL visits</p>		Booking secretary	Ongoing throughout crisis
Changing regulations	Regulation and guidance keeps changing	<p>Secretary and subcommittee are monitoring with updates from Shropshire village halls advisor.</p> <p>Booking conditions updated when needed.</p> <p>Current hirers advised when this happens.</p>	<p>Keep monitoring.</p> <p>Be prepared to close hall if legislation mandates.</p>	Booking secretary	Ongoing throughout crisis

DATE OF NEXT REVIEW: TBA (October 2020 review brought forward due to Covid 19)