

Compa Hall Covid Risk Assessment – September 2020

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Car park/paths/grass area	<p>People not observing social distancing.</p> <p>Large numbers congregating outside.</p>	<p>Signs and markers to remind users of social distancing.</p> <p>One way system in/out of the building.</p>	<p>Outdoor areas are deemed less risky. Group leaders must ensure all users follow Government Guidelines regarding social distancing.</p>
Entrance hall	<p>Difficult to socially distance in confined area.</p> <p>Touch points – door handles, light switches.</p>	<p>Entrance hall used to exit the building only with the one way system.</p> <p>All key touch points to be cleaned before/after each session by group leader.</p>	<p>Hand sanitiser on entry/exit (provided by Kinver Camp). Cleaning products for key touch points before/after sessions are also provided by Kinver Camp.</p>
Main hall	<p>Key touch points – light switches, door handles, thermostat.</p> <p>Equipment – tables, chairs.</p> <p>Maintaining social distancing.</p>	<p>All key touch points to be cleaned before/after each session by group leader.</p> <p>Shared hall equipment used to be disinfected before/after each session.</p> <p>Max 20 people to use the main hall at one time. Masks are to be worn by all members ages 11+ unless covered by an exemption.</p>	<p>Please only use the tables/chairs provided. Do not use any other equipment in the hall unless it belongs to your group.</p> <p>Group leaders must ensure all members follow Government guidelines.</p>
Small meeting room	<p>Social distancing in a smaller area.</p> <p>Touch points.</p> <p>Soft furnishings/equipment.</p>	<p>The small meeting room is only available to one of the hiring groups to reduce cross contamination risk.</p>	<p>KGDN are the only group with access to this room – it is covered in their own risk assessment.</p>
Toilets	<p>Social distancing difficult.</p> <p>Touch points – door handles, light switches,</p>	<p>Hirers to monitor use of toilets - one out one in.</p> <p>Touch points to be cleaned before/after</p>	<p>Some hirers have allocated a toilet to specific bubbles/groups to</p>

Compa Hall Covid Risk Assessment – September 2020

	<p>toilet handles/seats, basins/taps, baby changing facilities.</p> <p>Inadequate hand washing.</p>	<p>every use to prevent cross contamination.</p> <p>Posters displaying good hand hygiene. Hirers to monitor young people's hand washing as necessary.</p>	<p>help prevent cross contamination.</p> <p>Group leaders to supervise as appropriate.</p>
Storage cupboards/cleaning storeroom	<p>Inadequate space for social distancing.</p> <p>Touch points – light switches, door handles, group equipment.</p> <p>Contamination of equipment.</p>	<p>Groups with access to storage areas should allocate a max of 2 users to use the store room. Store rooms should be risk assessed in each hirers own risk assessment.</p> <p>Only 2 users from each group should access the storage area for the hall tables/chairs.</p>	<p>Cleaning storeroom not accessible. Disinfectant for before/after sessions will be stored in the kitchen. All other cleaning products must be provided by the hirers themselves.</p>
Kitchen	<p>Contamination of equipment.</p> <p>Touch points – light switches, door handles, sinks/taps, kitchen equipment.</p> <p>Social distancing difficult.</p>	<p>Kitchen equipment is not to be used. Hirers must provide their own kitchen equipment.</p> <p>Hirers to clean all touch points before/after use. If kitchen is used all sides/surfaces must be cleaned too.</p> <p>Max 3 people to use the kitchen at a time.</p>	<p>We recommend that hirers encourage users to bring their own drink. We recommend not consuming food on the premises but understand that some of the hirers must provide this.</p>

- All users to sanitise hands upon entry/exit of the building.
- Use the one way system to enter/exit the building.
- Hirers must allocate a group leader to each session. The group leader will be in charge of on-entry and exit cleaning. They will also take full responsibility of ensuring the users follow all Government Guidelines and the rules set by Kinver Camp in this Risk Assessment.
- The group leader may enter through the main door if the hall is not in use to open up all doors (left side fire door to be used as entrance by other members – code is C1469X and lift the handle up to open).
- If possible leave doors open to allow ventilation in the building (we are aware this may not be possible due to safeguarding and during colder weather).
- Hirers are to provide cleaning equipment for their own equipment and mid-session cleans. Kinver Camp has provided antibacterial spray, cloths and antibacterial wipes for disinfecting key touch points and shared equipment before/after each hires sessions. Please use the

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spray and cloths for surfaces, equipment and large touch points (i.e. basins). Please use the wipes for smaller touch points such as light switches. These supplies are in a box on top of the fridge.

- Hirers are to be given an additional 15 minutes before/after their session to allow for cleaning. Please only arrive 15 minutes beforehand, no sooner. The additional time is for cleaning only. Set up time should be included in your hired slot.
- Remember to provide your own first aid kits and to add gloves & masks.
- A member of Hereford & Worcester Scout County Team will check the premises once a week. This may be at any time.
- Current guidelines dictate only 6 people may meet – if your numbers are above this please ensure your group is on the exemption list before meeting.
- Hirers must keep a record of their members attendance for each session. Kinver Camp will only record the hirers group leader for each session. Venue check-in QR codes for the NHS Covid-19 App are both inside and outside the building – all visitors are to check-in with these if they can.
- During your session, any member of your group that displays COVID-19 symptoms must be confined to an area immediately and sent home as soon as possible. This must be reported to Kinver Camp straight away – 07736 378965. All users should vacate the premises. Additional hirers will be informed and meetings will be suspended until the premises has been sufficiently deep cleaned by cleaning contractors.
- Masks are to be worn by all users aged 11+ when indoors, unless covered by an exemption.