

Approved by trustees 16th July 2020

The COVID-19 Risk Assessment has been carried out in consultation with employees of the Hall and with all Trustees. This draft is also provided to key voluntary organisations which regularly use the hall so that any points raised can be taken on board before it is issued to them as a document to be observed as part of and alongside any Special Conditions of Hire

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. This COVID-19 Risk Assessment may need to 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.
Red – **Actions based on Government advice (i.e. should be considered mandatory)**
Orange – **Actions that are strongly recommended**
Green – **Actions that we might like to consider**

	Area or People at Risk	Risk identified	Actions to take to mitigate risk
1	<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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.</p> <p>Occasional Maintenance workers.</p> <p>Storage of equipment</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p><u>amended 14/08/20 Face coverings should be worn in close proximity to other staff and when dealing with the public but need not be worn if operating alone in the hall or at a significant distance from another member of staff.</u></p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance/training and PPE eg cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>

2	<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Immediate communication should anyone be tested positive. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>
3	<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>

3.

Entrance hall/lobby/corridors

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.

Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.

**Door handles and light switches to be cleaned regularly.
Hand sanitiser to be provided by hall and checked daily.**

Bins emptied regularly

Main Hall

Door handles, light switches, window catches, tables, chair backs and arms.

Soft furnishings which cannot be readily cleaned between use.
Projection equipment. Screen.
Window curtains or blinds
Commemorative photos, displays.

Social distancing to be observed

Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.

Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.

Social distancing guidance to be observed by hirers in arranging their activities.

Hirers to be encouraged to wash hands regularly.

6	Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas Door and window handles Light switches</p> <p>Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers use larger meeting spaces and avoid use of small rooms, other than as offices unless able to comply fully with all safety requirements</p> <p>Surfaces and equipment to be cleaned by hirers before AND after use. Rooms with carpeted floors not hired for keep fit type classes.</p> <p>Wipe shared copier etc.</p>
7	Kitchen	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p><u>CLOSED - no access until further notice.</u></p> <p>Hirers to bring their own Food and Drink for the time being.</p> <p>[NB when reopened: Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, bringing own crockery and cutlery, tea towels</p> <p>Cleaning materials to be made available.</p> <p>Hand sanitiser, soap and paper towels to be provided .]</p>
8	Store Cupboards	<p>social distancing not possible.</p> <p>Door handles, light switch</p>	<p>Public Access unlikely to be required. Cleaner to decide on frequency of cleaning</p>

9	Storage Rooms (furniture and equipment)	<p>Social distancing more difficult.</p> <p>Door handles in use. Equipment needing to be moved</p>	<p>Caretaker to control access to and stowage of equipment and furniture to encourage social distancing. Any hire equipment for stowage must be cleaned before stowage and contained in sealed crates</p>
10	Toilets	<p>social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc</p> <p>baby changing and vanity surfaces, mirrors</p>	<p>Hirer to control numbers accessing toilets at any one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive unless precleaned by staff out of hours.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished and her knows who to contact for restocking.</p>
11	Boiler Room	<p>Door handle, light switch Social distancing not possible</p>	<p>Public access unlikely. Cleaner to decide frequency of cleaning.</p>

12	Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cash-less payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.
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