

**COVID 19 Risk Assessment**

<b><i>Area or People at Risk</i></b>	<b><i>Risk identified</i></b>	<b><i>Actions to take to mitigate risk</i></b>	<b><i>Notes</i></b>
Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	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.	Stay at home guidance if unwell in additional booking conditions and on noticeboard in Foyer Area. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	Staff/volunteers may need guidance as to cleaning. For example, 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>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. Mental stress from handling the new situation</p>	<p>Staff in the vulnerable category are advised not to attend Hall for the time being. 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. Provide screen for any reception office.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns</p>
<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 and in circulation spaces</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

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 oneway system and provide signage.  Door handles and light switches to be cleaned regularly. Hand sanitiser and antibacterial spray to be supplied in each room to be provided by hall.	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.  Soft furnishings which cannot be readily cleaned between use to be removed Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays to be disinfected after each use. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers and sanitised after use by hall cleaning staff.  Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.  Consider removing window blinds and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.

<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hall cleaner before and after use. Corridors with carpeted floors to be sprayed with disinfectant. Wipe shared equipment etc. Small Meeting Rooms not to be booked when Main Hall activities on where possible to minimise social contact between different groups</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler, cooker/microwave</p>	<p>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, wash, dry and stow crockery and cutlery after use.  Hirers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided  Consider encouraging hirers to bring their own Food and Drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.</p>

Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Hirers not to access store where possible and equipment to be left in room and put in store by hall cleaner to prevent cross contamination. Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	User to clean equipment using antibacterial spray provided and leave in corner of room. Hall cleaner will sanitise and return to store . Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether rearrangement or additional trolleys will facilitate social distancing.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hall Cleaner to clean all surfaces etc before public arrive and ask hirer to clean using antibacterial wipes when used .  Poster on door to reinforce numbers	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.

Cupboards / Sluice	Door handle, light switch Social distancing not possible	Public access not allowed . Cleaner to decide frequency of cleaning.	
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Stage	Curtains Social distancing Lighting and sound controls	Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required	
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.	See National Rural Touring Forum guidance,