



**COVID-19 Risk Assessment
As at 11 September 2020**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff Contractors Volunteers	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Contractors advised to wash outer clothes attending the hall.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	
Entry/exit points to building	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>One way system implemented for entering and exiting the building. Users to enter via the main entrance and exit via the fire escape.</p> <p>Door handles and light switches to be cleaned regularly.</p>	<p>Signs to be erected and hirers advised.</p> <p>Hand sanitiser needs to be checked daily.</p>



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		Hand sanitiser and bins placed at the entrance to the hall and in each hiring room.	
Car Park/paths/ patio/ exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop rubbish.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Gloves to be used when picking up rubbish.</p>	
Employees Visitors Contractors	Catching or spreading COVID-19 by not cleaning surfaces.	<p>Cleaning of light switches, door handles, tables, bin lids by cleaners at each visit.</p> <p>Hirers to wipe all door handles, light switches, bin lids and any tables they have used before and after their activity.</p> <p>Chairs to be taken from the ready to use section in the storeroom and returned to the used section.</p>	
Employees Visitors Contractors	Person falls ill with COVID-19 on the premises.	Stop the activity.	



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		<p>The ill person to be taken to the kitchen to await transport home or hospital.</p> <p>Other attendees should be asked for their contact details and then to leave the premises. The Track and Trace service should be informed.</p> <p>Hirer to immediately contact the Hall Manager on 01798 815 467.</p> <p>Cleaners to carry out a deep clean of the parts of the premises used by the ill person in accordance with PHE guidelines.</p>	
Staff Contractors Volunteers	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person</p>	<p>Staff in the vulnerable category to work from home.</p> <p>Building maintenance to be carried out when the Hall is not in use by hirers.</p>	



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	<p>carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</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>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	
Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	



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		Hand Sanitiser Gel available in the room	
Hall Store Room	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	<p>No more than 3 people to set up and pack up for each booking observing the procedure for equipment in store room.</p> <p>Masks and gloves to be worn in the store room.</p> <p>Cleaner to wipe tables in the used tables area on each visit.</p>	
Chesswood Room	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p>	<p>Door handles, light switches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p>	



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		<p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	
Chesswood Room Store Room	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	<p>2 person to set up and pack up for each booking observing the procedure for equipment in store room.</p> <p>Masks and gloves to be worn in the store room.</p> <p>Cleaner to wipe tables in the used tables area on each visit.</p>	
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p>	<p>Kitchen to be used for filling own water bottles only.</p> <p>Only 1 person allowed in the kitchen at a time.</p> <p>Door handles, light switches, taps and bin lids to be wiped before and after each booking by the</p>	



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		hirers and by the cleaners on each visit.	
Cleaners Store Room	Social distancing not possible Door handles, light switch	Not open to public. Cleaner to wipe door handles, light switch and taps on each visit.	
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 to one person at a time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Engaged/vacant signage on hallway doors and posters to encourage 20 second hand washing.	
Plant Room	Door handle, light switch Social distancing not possible	No Public access. Cleaner to wipe hand plate in hallway on each visit.	



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		External contractors to provide their own PPE when accessing the Plant Room.	
Bin Store	Door handles in use. Light switch in use. Bin lids in use	Hirers to wear gloves when placing items in the bin. Hirers to wipe internal door handle and hand plates and light switch. Cleaner to wipe door internal handles and light switch on each visit. Cleaners to be wearing gloves when placing items in the bins. External contractors to provide their own PPE when accessing the bin store from the external door.	
Hirers taking payments	Handling cash	Hirers to arrange online systems and cashless payments as far as possible.	