

COVID-19 RISK ASSESSMENT

Area or people at risk	Risk identified	Actions to take to mitigate risk	Notes
Contractors, Volunteers (Activities)	Cleaning surfaces infected by people carrying the virus. <i>Disposal of rubbish containing tissues and cleaning cloths.</i> Deep cleaning premises if someone falls ill with Covid 19 on the premises	Stay at home guidance if unwell at entrance & in main hall. <i>Hall, foyer, toilets & kitchen areas will be cleaned by hall cleaner wherever possible. Should volunteers clean then gloves & protective clothing should be worn & volunteers advised to wash outer clothes.</i> Contractors will provide their own protective clothing. Deep cleaning will be carried out by hall cleaner.	Volunteers will require guidance as to Cleaning.
Contractors, Volunteers (Personal)	Volunteers over 70 or in the vulnerable category.	Ensure cleaning only done by those less at risk for time being	Volunteers will need to be told immediately if someone is tested positive for Covid 19 & has visited the hall. Pam Arnfield will be the point person for this
Car Park, patio, exterior areas	Social distancing not observed. Contaminated litter dropped.	Relevant distancing marked outside entrance in case of queuing. Cleaner will check for rubbish	

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Entrance & foyer	"pinch point". Risk of difficulty social distancing. Door handles, light switches	One way system: In through main entrance, Exit via committee room. <i>Foyer to be cleared of chairs to provide extra space.</i> Floor to be marked to encourage through flow. <i>Hand sanitiser station installed & signage.</i>	Pedal bin provided for rubbish.
Main Hall	Door handles, light switches, tables, chairs. Social Distancing not observed.	Cleaner will clean all hard area in hall between each hire unless otherwise agreed. Hirers will clean during hire as appropriate. Signage will remind attendees to maintain social distance	Curtains & padded area of chairs cannot be cleaned & therefore hirers must be cautious when handling these. Tablecloths will all be removed.
Committee Room	Difficult to maintain social distance.	This room will not be hired out for the time being.	
Kitchen	Social distancing difficult. Door handles, hard surfaces.	Cleaner will clean between hires & replenish supplies. Hirers are asked to limit numbers in the kitchen, especially those over 70. Sign will go on door indicating permitted numbers. <i>Hirers to wash, dry & put away any crockery or cutlery used. Hirers must bring own tea towels & take them home afterwards</i>	Soap, paper towels & hand sanitiser supplied by hall. Pedal bin for rubbish.

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Storage room & under stage storage	Social distancing in confined areas. Door handles.	Hirer to control accessing & stowing equipment to encourage social distancing. <i>Hirer to clean all equipment removed from these areas before use & before stowing away.</i>	We cannot clean stored equipment between each hire. The hall cleaner does not clean hirers equipment left on the premises between hire.
Toilets	Social distancing difficult. Door handles, hard surfaces. Baby changing unit.	Cleaner will clean between hires & replenish supplies. Hirer to control numbers accessing toilets at one time with attention to more vulnerable users. Engages/Vacant Signs & usage posters will be installed. Hand dryers will be disconnected & paper towels supplied with pedal bin for disposal.	
Small Kitchen	Social distancing	Not in use for time being. All hirers to use main kitchen	
Cleaners cupboard, boiler room	Social distancing	Only used by cleaner or for maintenance. Leave to users discretion	