

COVID-19 RISK ASSESSMENT



The potential mitigations are in three categories colour coded as follows:
Red – Actions based on Government advice (i.e. should be considered mandatory)
Orange – Actions that are strongly recommended
Green – Actions that are advisory

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.

Area or People at Risk	Risk identified	Suggested Actions to mitigate risk	Actions Taken/Notes
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 at entrance and in Main Hall. 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.

Area or People at Risk	Risk identified	Suggested Actions to mitigate risk	Actions Taken/Notes
<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.</p> <p>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.</p> <p>Provide screen for any reception office.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</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.</p> <p>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.</p> <p>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>	<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>
<p>Entrance hall/lobby/ corridors</p>	<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>Identify “pinch points” and busy areas.</p> <p>Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked before every event.</p> <p>Provide more bins, in main hall and meeting rooms. Empty regularly.</p>

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Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds.</p> <p>Posters and Displays</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</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>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas.</p> <p>Door & window handles, light switches.</p> <p>Tables, chair backs and arms.</p> <p>Floors with carpet/carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirer before use or by caretakers.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p>	<p>Consider closing, only hiring when main hall is in use or as possible overflow for activities when more attend than expected.</p>
Kitchen	<p>Social distancing more difficult.</p> <p>Door and window handles, light switches.</p> <p>Work surfaces, sink, fridges, freezers.</p> <p>Cupboard/drawer handles</p> <p>Crockery & cutlery</p> <p>Kettle, hot water heater</p> <p>Cookers & microwave</p>	<p>Hirers instructed to control numbers using the kitchen to encourage social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use. Wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to provide their own tea towels and take away after use.</p> <p>Hand sanitiser, soap and paper towels to be provided.</p> <p>Consider encouraging hirers to bring their own food and drink</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.</p> <p>Consider closing kitchen if not required or restricting access.</p>
Store cupboards/rooms	<p>Social distancing difficult or impossible</p> <p>Door handles, light switches, equipment</p>	<p>Public access unlikely to be required</p>	<p>Consider removing rarely used equipment</p>

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Toilets	Social distancing difficult. Surfaces in frequent use - door handles, basin, toilet handles, seats etc, Baby changing and vanity surfaces, mirrors.	<p>Hirers to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc. before public arrive unless staff have pre-cleaned.</p> <p>Consider engaged/vacant signage and posters to encourage 20 second hand washing</p>	Ensure soap, paper towels and toilet paper are regularly replenished and fully stocked before every booking.
Boiler Room	Door handle, light switch, control panel	No public or hirer access	
Stage	Curtains Sound and lighting controls Light switches Social distancing	<p>Consider removal of stage curtains</p> <p>Hirer to control access</p>	
Events	Handling cash and tickets Front of house staff Too many people arrive Bottle neck in foyer if people arrive at same time	<p>Organisers arrange online and cashless payments as far as possible</p> <p>Attendance to be limited to manageable levels with space between individuals/ households.</p> <p>Stagger arrival times, fill seats from furthest point and leave in reverse order</p> <p>Extended intervals with attendants directing people row by row e.g. for toilets</p>	