

COVID-19 Risk Assessment for re-opening

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Hirers Staff Maintenance contractors</p>	<p>Surfaces and equipment infected by people carrying the virus. Cleaning of 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. Transfer of virus to occasional Maintenance contractors.</p>	<p>Hirers provided with additional T&Cs for CV-19, which include reduced facilities available to hirers. "Stay at home if unwell" guidance at entrance and in Main Hall. Staff provided with protective overalls, visors/ disposable face masks and plastic or rubber gloves when cleaning. Contractors provide their own. Staff advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. Hall only open to hirers who are at low risk after discussion. Maintenance contractors to be admitted when hall is closed or kept separate from users if this is not possible.</p>	<p>See additional CV-19 Terms & Conditions. Facilities Manager (FM) and Bookings Manager (BM) to determine new cleaning regime for CV-19.</p>
<p>Hirers Staff Maintenance contractors</p>	<p>Anyone who is either extremely vulnerable or over 70. Staff 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>Anyone in the vulnerable category advised not to visit for the time being. Discuss situation with staff and maintenance contractors 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>Hirer's reps, and staff will need to be warned immediately if someone is tested positive for CV-19, and other hirers will need to be notified. Test, Track and Trace procedures will need to be followed. Hall to be closed for 72 hours and deep cleaned if positive case of CV-19 confirmed.</p>

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	Mental stress from handling the new situation.	Talk with staff and volunteers regularly to see if arrangements are working.	It is important people know they can raise concerns.
Car Park and exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	2m waiting area to be marked out outside front door, side door and car park exit, with tape to encourage care when queueing to enter. Facilities Manager to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Wheelie bin to be placed outside front door.	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.
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.	Corridor between lobby and small hall has wall signs and tape markings on floor for social distancing. Fewer groups allowed to hire the hall at same time. If more than one group present, then they will be notified. Door handles and light switches will be cleaned regularly. Hand sanitiser and anti-viral spray provided by hall	Hand sanitiser and spray needs to be checked daily and refilled/replenished. More bins with bin liners provided (without lids to obviate need to touch), in various locations. Will be emptied at least once a day. No light switches in corridors and lobby (motion sensor activated).
Main and Small Halls	Door handles, light switches, window handles, tables, chairs Controls for AV system (Main Hall).	Tables and soft furnishing chairs have been removed from Small Hall and stored in Committee room until required. One trolley of chairs in Small Hall, and one section of chairs on Lobby trolley to be cordoned off to	

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	<p>Window curtains</p> <p>Notice board encourages people to congregate.</p> <p>Social distancing to be observed</p>	<p>limit number of chairs available to Hirers.</p> <p>Floor tape will be placed at 2m distances to mark location of chairs.</p> <p>Hirer/key holder instructed to enter hall first and deactivate the alarm (using the fob thereby not touching the keypad). Set up of chairs to be done before admitting any other group members, and in line with tape markings on floor.</p> <p>Small Hall Hirer/key holder to enter side door (via ramp) if main hall already in use by another group. Group members to enter/leave by this door on every occasion.</p> <p>Hirers instructed to wear disposable clean gloves/sanitise hands when opening and closing curtains and setting out tables and chairs.</p> <p>Hirer to ensure that door handles, light switches, window handles, tables, AV controls and surfaces have been sanitised when the session has ended.</p> <p>Tables to be put away but chairs to be left out for staff to sanitise (and to put away if not being used directly afterwards).</p> <p>Notices, except essential ones, to be removed from notice board.</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>Each hall to be kept locked when not in use.</p>	
Committee room	Social distancing more difficult because is a small area.	To be kept locked.	Use for storage of excess furniture.
Kitchen	Social distancing more difficult Door and window handles	Kitchen to be closed until further notice.	Hirers advised to bring their own food and drink

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	<p>Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/Cooker/Microwave Crockery/cutlery Kettle/hot water boiler/Dishwasher</p>		<p>for the time being (or use kitchenette – see below).</p>
Kitchenette	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge Crockery/cutlery Kettle/hot water boiler Microwave</p>	<p>Only one person allowed at any time to fetch cold/hot water and/or use the microwave. No crockery or cutlery will be available, hirers instructed can bring own drinks and food containers which must be taken away. All surfaces and handles must be wiped down by Hirers with antiviral spray and paper towel before departure. Hirers instructed to place paper towels in bin and take other rubbish home.</p>	<p>Remove crockery and cutlery and store in kitchen/loft or committee room until further notice.</p>
<p>Cleaning cupboard JTL cupboard Senior Citizens' cupboard Electricity cupboard.</p>	<p>Social distancing not possible. Cleaning equipment, mops, consumables etc Door handles. Equipment needing to be moved not normally in use</p>	<p>Cupboards to be kept locked, except electricity cupboard. Handles to be cleaned as part of regular cleaning regime. Regular users' equipment required to be moved from JTL cupboard to obviate need for them to access each time.</p>	<p>Electricity cupboard currently not lockable and could be needed in emergency. Access to JTL cupboard restricted to staff only.</p>
Metal shed	<p>Social distancing more difficult. Door handles and padlock in use. Equipment needing to be moved not normally in use.</p>	<p>Only used by one hirer group who will clean own equipment before and after use and will be instructed to access shed via gate and main door because normal route through main kitchen will be out of use.</p>	<p>N.B. will need to provide them with key to the gate.</p>
Toilets	<p>Social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet</p>	<p>Access restricted to one person at a time. Have vacant/engaged signage on outer doors of Ladies and Men's toilets.</p>	<p>Ensure soap, paper towels, toilet paper, anti-viral spray and hand</p>

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	<p>handles, seats etc. Baby changing and vanity surfaces, mirrors. Shower in Disabled toilet (risk from aerosols/water spray).</p>	<p>Only one Ladies cubicle to be open. Men's urinals not to be used, is taped off – only cubicle to be used. Hand driers not to be used – fuse to be removed and paper towels provided in Ladies and Disabled Toilets Users instructed to wipe seat with anti-viral spray and toilet roll before and after use. Toilet seat to be kept closed when flushed. Shower not to be used – sign to be affixed. Baby Changing Unit to be wiped with anti-viral spray and paper towel before and after use. Hand washing posters in situ.</p>	<p>sanitiser gel are regularly replenished. Ensure that Disabled shower is operated for min. 5 mins every 2 weeks to prevent build-up of Legionella. Hot water storage above 50°C – immersion heater to be used in summer when gas central heating not used. No light switches in toilets (motion sensor activated).</p>
Shower room	Risk from aerosols/water spray.	Shower to be kept locked.	See disabled shower above
Loft storage and boiler room	Loft ladder, pole, light switch Social distancing not possible	Public access not permitted. Facilities Manager to control access to loft when needed by maintenance contractors. Light switch, ladder, and pole to be cleaned by FM after use. Contractors to wear mask and gloves if possible.	Any equipment used by regular hirers moved to downstairs storage space.