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| **Area or People at Risk** | **Risk Identified** | **Actions to Take to mitigate Risk** | **Date completed/comment** |
| 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 given guidance for cleaning i.e. 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.  17/08/2020 |
| Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed. | 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. | Staff in the vulnerable category are advised not to attend work 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. Talk with staff, trustees and volunteers regularly to see if arrangements are working. | Hirers required to advise if any member displaying COVID symptoms. Staff and volunteers will be warned immediately if someone is tested positive for COVID 19 who has been on the premises. 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.  17/08/2020 |
| Car Park/paths/ patio/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. | Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.  Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove | Marked out 2m queuing area. 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.  17/08/2020 |
| 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 one way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall | Pinch point identified and 2m spacing introduced. A one way system created for large hall. Hand sanitiser checked daily by cleaner.  17/08/2020 |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed | Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. | Window curtains taken down. Hirers required to clean equipment and surfaces at the beginning and end of session. Hand sanitiser provided at entrances.  17/08/2020 |
| Small meeting rooms and offices | 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. | Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc | No hiring of committee room during pandemic.  17/08/2020 |
| Kitchen | 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 | 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 towels to be provided. Consider encouraging hirers to bring their own Food and Drink for the time being. | Cleaning materials made available in clearly identified location, a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Access numbers restricted by signage. Hirers requested to bring own tea towels and food and drink items.  17/08/2020 |
| Store cupboards (cleaner etc) | Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use | Public access unlikely to be required. Cleaner to decide frequency of cleaning | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.  17/08/2020 |
| Indoor 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. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing. | Cleaner to ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed. Social distancing and hand washing signage in place.  17/08/2020 |
| Boiler Room | Door handle, light switch Social distancing not possible | Public access unlikely. Cleaner to decide frequency of cleaning. |  |
| Stage | Curtains Social distancing Lighting and sound controls | Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required. | Stage curtains tied back.  17/08/2020 |
| Playground, Play equipment and Outdoor gym equipment | Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives. If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored. | Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures. | Advisory notices erected at entrance to and within children’s play area.  17/08/2020 |

Red – Actions based on Government advice (i.e. should be considered mandatory)

Orange – Actions that are strongly recommended

Green – Actions that you might like to consider