



COVID 19 Risk Assessment September 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Public/hall visitors/MC members/Teachers/Vols/ contractors bringing cases into the hall</p> <p>No cleaning equipment available</p> <p>To many people in the office and/or communal areas to social Distance.</p> <p>Different members of staff handling stationary/files/phones etc.</p> <p>Picking up contaminated rubbish</p> <p>Class cross over</p> <p>Handling cash</p>	<p>Stay at home guidance if unwell at entrance to Hall on A frame and TV.</p> <p>Staff provided with protective overalls and gloves if come into contact with potential covid case.</p> <p>Anti bac wipes and hand gel provided in the office. Hall being cleaned every day. Office cleaned Wed am at staff turnover.</p> <p>Only one staff member working at a time.</p> <p>2 phones, each staff member has own stationary, minimal sharing where possible – use antibac spray and wipes where appropriate</p> <p>All enquiries handled over phone/email</p> <p>No visitors/volunteers into Hall unless essential and then wearing a mask.</p> <p>By having minimal people in Hall will reduced likelihood of rubbish needing picking up.</p>	<p>If case suspected they are asked to leave the building asap. If not possible they will wait on the mezzanine away from all others.</p>



		<p>Clear guidelines as to what happens if a case is suspected.</p> <p>More time between classes so no unnecessary mixing of groups.</p>	
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Volunteers and MC members in older age bracket and or underlying health conditions</p> <p>Caroline & Emma higher risk as exposed to their Children who are mixing at school.</p> <p>Teachers to keep a confidential log of all class members in case of illness within class.</p>	<p>Volunteers advised to come in – if keen to come social distancing in place and masks worn particularly in communal areas. Surface cleaning to happen before and after visit of area (ie Library desk)</p> <p>Clear guidelines if member of staff needs to take time off to self isolate.</p> <p>Teachers to all sign new terms of hire with covid guidance included.</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>It is important people know they can raise concerns.</p> <p>Risk of older people v's mental health and loneliness need to be considered on an individual basis.</p>
<p>Car Park/paths/exterior areas</p>	<p>Gathering outside waiting for classes. Crowding to get in or out of the building.</p> <p>Visitors/vols arriving as people waiting for a class outside Main Doors.</p> <p>Small Children not socially distancing</p>	<p>Mark out 2m waiting area outside all potential entrances.</p> <p>One way system in place separate entrances for Main Hall and Small Hall.</p> <p>Encourage people to wait in their cars until called.</p> <p>Swiftly open doors to visitors to avoid</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>Rubbish being left around entrances/exits.</p>	<p>too much mixing with people waiting for classes. Try to discourage visitors where possible.</p> <p>Ask that small children are kept in pushchairs or held</p> <p>Regular check for dropped rubbish outside, gloves provided to collect if needed. Cleaner asked to check around outside when he does daily clean.</p> <p>No cash accepted in the office</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>Door handles and light switches to be cleaned by teachers before and after lessons.</p> <p>Hand sanitiser to be provided by hall – Cleaner refills</p> <p>One way systems in place for Main Hall and Small Hall users</p> <p>Everyone goes straight into Main Hall, the teacher stand by the door asking class to use hand sanitiser.</p> <p>Exceptions are visitors to office/library and Meeting rooms who turn R down corridor</p>	<p>Hand sanitiser needs to be checked daily.</p>



		Social Area and Mezzanine closed off	
Main Hall/Small Hall	<p>People getting to close to each other or to many people in the Halls</p> <p>Contamination from surfaces</p> <p>Lack of air flow</p>	<p>Limit of number of people in each Hall and Social Distancing observed by all hirers.</p> <p>Door handles, light switches, window catches, to be cleaned by hirers before and after use by teacher.</p> <p>Extra Bins in Halls with signage.</p>	Provide more bins, in entrance hall, each meeting room. Empty regularly.
		<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>Separate toilets for Main Hall users and Small Hall users</p> <p>Tables and chairs cleaned after each use and returned to Social Area.</p> <p>Doors and windows to remain open wherever possible.</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>



Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Remove upholstered chairs from Meeting rooms, Library and Cedar studio. In office, chairs are allocated, no sharing.	
Small meeting rooms and offices	Social Distancing harder in smaller areas Contaminations from surfaces and electricals Floors with carpet tiles harder to clean.	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.	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.
Kitchen	All hard surfaces can be contaminated	Kitchen is closed to all hirers. Staff using kitchen clean all surfaces and use dishwasher. Teachers to tell class to bring own drinks/water	
Store cupboards (cleaner etc)	Social distancing not possible Contaminated light switches	No public access	



<p>Storage Rooms (furniture/equipment)</p>	<p>Social distancing not possible</p> <p>Contaminated light switches</p> <p>Need to touch other peoples stuff to access own.</p>	<p>As teachers to keep tidy and ask that teachers have an area where all their mats etc are kept together... ie not spread throughout the store</p>	
<p>Indoor Toilets</p>	<p>Social distancing difficult</p> <p>Contamination of surfaces</p>	<p>Cleaned daily</p> <p>Only one family group/person in at a time</p> <p>20 second hand washing posters.</p> <p>Each hall has an allocated toilet.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>