

Hartlebury Parish Hall-Risk Assessment

| Area or People at Risk | Risk identified | Actions to take to mitigate risk | Insert Date completed and any notes. |
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| <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>Hirers require a list of attendees and contact details for track and trace.</p> | <p>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.</p> <p>Track and trace information to be kept in line with government guidelines.</p> | <p>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.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Track and trace data to be kept in a secure location.</p> | <p>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.</p> <p>Hirer is required to contact government body plus Parish Hall Committee if any of their group develop Covid symptoms.</p> |
| <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. 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>Staff and volunteers will need to 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.</p> <p>It is important people know they can raise concerns.</p> |

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| | | Talk with staff, trustees and volunteers regularly to see if arrangements are working. | |
| 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 queuing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. | 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. | 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 | Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly. |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and arms. | Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers | |

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| | <p>Soft furnishings which cannot be readily cleaned between use. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p> | <p>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.</p> | <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.</p> |
| Upholstered seating | <p>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.</p> | <p>Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves. Isolate for 72 hrs after use.</p> | <p>Chairs should be stored in the committee room, clearly labelled with re-use date.</p> |

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| <p>Small meeting rooms and offices</p> | <p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Floors with carpet less easily cleaned.</p> | <p>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.</p> | <p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p> |
| <p>Kitchen</p> | <p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p> | <p>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. Serving Screen to be provided</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. Consider closing kitchen if not required or restricting access.</p> |
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| | Cooker/Microwave | 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. | Refuse bags should be closed/sealed and labelled with a sealed-date and stowed in the back-kitchen for the cleaner to dispose of in the bin store. |
| Store cupboards (cleaner etc) | Social distancing not possible Door handles, light switch | Public access unlikely to be required. Cleaner to decide frequency of cleaning. | Door handles and light switches to be cleaned on entry and exit. |
| Storage Rooms (furniture/equipment) | Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use | Hirer to clean tables required before use. Hirer to control accessing and stowing of tables equipment to encourage social distancing. | Hirer to clean tables before and after use. |
| Indoor Toilets | Social distancing difficult. Surfaces in frequent use, eg, 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 pre cleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing. | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Refuse bags should be closed/sealed and labelled with a sealed-date and stowed in the back-kitchen for the cleaner to dispose of in the bin store. |

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| Stage | Curtains Social distancing Lighting and sound controls | Hirers that require the stage should not touch the curtain winch. Curtain winches will be managed/ cleaned by the cleaner. | Hirers are required to remind their group that curtains should not be touched. |
| Changing Rooms | Government guidance is these remain closed at 4 th July 2020. | Changing rooms to remain closed. | |
| Events | Handling cash and tickets Too many people arrive | Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Cash payments/donations to be handled by one individual wearing gloves. | For large events, a marshal is required outside of the building to control the flow of the queue. |
| Bar Area | Serving Drinks Collecting glasses | Serving Screen to be provided Masks and gloves to be worn One person at the bar counter at a time, or consider table service. | One way system through the bar plus seating spaces to be arranged once measurements have been taken. |

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| <p>“Rule of Six”</p> | <p>Hall capacity remains at 30. Only groups of 6 that are designated as “bubbles” can congregate in The Hall</p> | <p>Limits on the number of people you can see socially have changed. From Monday 14 September, when meeting friends and family you do not live with (or have formed a support bubble with) you must not meet in a group of more than 6, indoors or outdoors. Recommended that social distancing (2 metres) is applied.</p> | <p>Advice taken from Community First.</p> |
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Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

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Green – **Actions that you might like to consider**