

Little Easton Memorial Hall Covid-19 Risk Assessment

To be read together with Special Conditions of Hire document.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes.
<p>Staff, contractors and volunteers at risk of infection when carrying out duties in hall such as cleaning.</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Someone falls ill with CV-19 on the premises. 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. Risks to those over 70 or extremely vulnerable.</p>	<p>Stay at home guidance if unwell shown at entrance lobby. Staff/volunteers provided with protective overalls and gloves. Contractors provide own. Staff/volunteers advised to wash outer clothes after cleaning duties. If someone falls ill with Covid-19 on the premises, deep clean and follow Public Health England guidance.</p> <p>Discuss situation with 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>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 too frequent use of spray disinfectant. Warn staff and volunteers 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 he/she agrees it can be shared.</p>
<p>Social distancing requirements and limit on group sizes of 6, or 2 households.</p> <p>Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of up to 6.</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Hirers must adhere to Special Conditions of Hire. Ensure hirers have no concerns with conditions that may cause problems with their activities.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements. No group members should mingle, or mix, with another group. Polite, socially distanced, speaking only between people or groups. Avoid raised voices or noisy interactions.</p>

Car Park/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area becomes too congested to allow social distancing. People drop tissues.	Ask hirers to encourage distancing by people when queueing to enter. Cleaner to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	The main risk will be where people congregate or for vulnerable people.
Entrance hall	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.	One-way system in place. Observe distancing whilst transiting lobby. Door handles and light switches to be cleaned regularly. Hand sanitiser provided by hall door.	Hand sanitiser needs to be checked before hall use. Provide more bins, in entrance hall and empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used are 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.	
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use due to damage to fabric.	Upholstered chairs not allowed to be used	
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	Kitchen normally closed. Usage is restricted to those with a special requirement to use it with special conditions applied. Hirers to clean all areas likely to be used before use and deep clean afterwards. Hirers encouraged to bring their own food and drink.	Hirers of kitchen to bring own cleaning materials.

Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Inside kitchen – responsibility of cleaner.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Only hirers possessing equipment stored in store room have access. Hirer to clean own equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	
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 to one at a time, with attention to more vulnerable users. Users to sanitise hands. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where stocks are held if needed.
Outside Toilet	Outdoor toilets can be opened but it is not compulsory.	Outside toilet responsibility of Cricket Club – not used by hall hirers.	
Events	Handling cash and tickets Too many people arrive	Public events with more than 15 persons are not permitted.	