

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>10/08/2020</b>
<p><b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<ul style="list-style-type: none"> <li>• Cleaning surfaces infected by people carrying the virus.</li> <li>• Disposing of rubbish containing tissues and cleaning cloths.</li> <li>• Deep cleaning premises if someone falls ill with CV-19 on the premises.</li> <li>• Occasional Maintenance workers.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stay at home guidance if unwell at entrance and in Main Hall.</b></li> <li>• <b>Staff/volunteers provided with protective overalls and plastic or rubber gloves.</b></li> <li>• <b>Contractors provide their own.</b></li> <li>• <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b></li> <li>• <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></li> </ul>	<p>Staff 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><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<ul style="list-style-type: none"> <li>• Staff/volunteers who are either extremely vulnerable or over 70.</li> <li>• 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.</li> <li>• Mental stress from handling the new situation.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff in the vulnerable category are advised not to attend work for the time being.</b></li> <li>• <b>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.</b></li> <li>• <b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></li> </ul>	<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>

<p>Car Park/paths/exterior areas</p>	<ul style="list-style-type: none"> <li>• Social distancing is not observed as people congregate before entering premises.</li> <li>• Parking area is too congested to allow social distancing.</li> <li>• People drop tissues.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b></li> <li>• <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b></li> <li>• <b>Wear plastic gloves and remove.</b></li> </ul>	<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.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>
<p>Entrance hall/lobby</p>	<ul style="list-style-type: none"> <li>• Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</li> <li>• Door handles, light switches in frequent use.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Create one- way system and provide signage.</b></li> <li>• <b>Door handles and light switches to be cleaned regularly.</b></li> <li>• <b>Hand sanitiser to be provided by hall</b></li> </ul>	<p>Hand sanitiser needs to be checked daily.</p> <p>Empty bins regularly.</p>
<p>Main Hall</p>	<ul style="list-style-type: none"> <li>• Door handles, light switches, window catches, tables, chair backs and arms.</li> <li>• Soft furnishings which cannot be readily cleaned between use.</li> <li>• Window blinds</li> <li>• Social distancing to be observed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.</b></li> <li>• <b>Social distancing guidance to be observed by hirers in arranging their activities.</b></li> <li>• <b>Hirers to be encouraged to wash hands regularly.</b></li> </ul>	<p>Provide hand sanitiser.</p>

Upholstered seating	<ul style="list-style-type: none"> <li>• Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric.</li> <li>• Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Avoid anyone else touching them unless wearing plastic gloves.</b></li> <li>• <b>Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs.</b></li> <li>• <b>Ask those moving them to wear plastic gloves.</b></li> </ul>	
Small meeting room	<ul style="list-style-type: none"> <li>• Social distancing more difficult in smaller areas.</li> <li>• Door and window handles</li> <li>• Light switches</li> <li>• Tables, chair backs and arms.</li> <li>• Floors with carpet tiles less easily cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</b></li> <li>• <b>Surfaces and equipment to be cleaned by hirers before use.</b></li> <li>• <b>Rooms with carpeted floors not hired for keep fit type classes.</b></li> </ul>	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.
Kitchen	<ul style="list-style-type: none"> <li>• Social distancing more difficult</li> <li>• Door and window handles</li> <li>• Light switches</li> <li>• Working surfaces, sinks</li> <li>• Cupboard/drawer handles.</li> <li>• Fridge/freezer Crockery/ cutlery</li> <li>• Kettle/hot water boiler</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those aged over 70.</b></li> <li>• <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b></li> </ul>	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.

	Cooker/Microwave	<ul style="list-style-type: none"> <li>• <b>Hirers to bring own tea towels.</b></li> <li>• <b>Hand sanitiser, soap and paper towels to be provided.</b></li> </ul>	
Store cupboards (cleaner)	<ul style="list-style-type: none"> <li>• Social distancing not possible</li> <li>• Door handles, light switch</li> </ul>	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	
Storage Rooms (furniture/ equipment)	<ul style="list-style-type: none"> <li>• Social distancing more difficult</li> <li>• Door handles in use.</li> <li>• Equipment needing to be moved not normally in use</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirer to clean equipment required before use.</b></li> <li>• <b>Hirer to control accessing and stowing equipment to encourage social distancing.</b></li> </ul>	R-arrangement or additional trolleys will not facilitate social distancing.
Toilets	<ul style="list-style-type: none"> <li>• Social distancing difficult.</li> <li>• Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</li> <li>• Baby changing and vanity surfaces, mirrors.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b></li> <li>• <b>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</b></li> <li>• <b>Consider engaged/ vacant signage and posters to encourage 20 second hand washing.</b></li> </ul>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Stage	<ul style="list-style-type: none"> <li>• Curtains</li> <li>• Social distancing</li> <li>• Lighting and sound controls</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Back stage curtains removed.</b></li> <li>• <b>Hirer to control access and clean as required.</b></li> </ul>	

Events	<ul style="list-style-type: none"> <li>• Handling cash and tickets</li> <li>• Too many people arrive</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.</b></li> <li>• <b>Cash payments/ donations to be handled by one individual wearing gloves.</b></li> </ul>	See National Rural Touring Forum guidance, Section 2.6
All Hall Users	<ul style="list-style-type: none"> <li>• Transmission of Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>• <b>All hirers to record attendees to each function together with contact details and keep for 21 days, making available to Village Hall staff/Trustees and/or NHS track and trace on request.</b></li> </ul>	