

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<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>	<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><b>Stay at home guidance if unwell outside entrance and in lobby. Staff/volunteers offered PPE. Contractors provide own. Staff/volunteers advised to wash outer clothes after cleaning duties.</b></p> <p><b>Follow PHE guidance and PPE if deep cleaning is required.</b></p>	<p>Manager, Caretaker and cleaner all advised, offered PPE – 14.5.21. Hirers advised of importance of emptying ALL their rubbish and removal from premises, as well as Covid clean of all key touch points before and after hire. Special Conditions of Hire in force.</p>
<p><b>Staff, contractors and volunteers</b>– 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><b>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.</b></p>	<p>Manager, Caretaker and cleaner consulted and advised – 14.5.21.</p> <p>Hirer informs manager if anyone tests positive; ditto NHS via Test &amp; Trace. Manager to immediate call caretaker and cleaner and to affix signage at hall. Closing venue for 72hrs while professional deep clean arranged.</p>

<p>Social distancing requirements and limit on group sizes of 6 or 2 households. Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.  Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.  Risk of virus spread to all attending an activity or event, rather than one group of <math>\leq 6</math>.</p>	<p><b>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. Adjust hire conditions to cover this. Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b></p>	<p>Hall evaluated and to be limited to six groups of six in the main well of the venue, meaning 36 max, and another group of six on the stage – a total of 42. No members of any group to mingle with another group. Hirers to be advised and be responsible for this. Signs to be placed in hall stipulating max numbers – 15.5.21. Special hire conditions.</p>
<p>Porch/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p><b>Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></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. Hirers to be advised by email 15.5.21.  Ordinary exterior litter collection arrangements can remain in place. Provide plastic gloves.</p>

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.	<b>Identify “pinch points” and busy areas. Offer a one- way system using fire exit. Door handles and light switches to be cleaned regularly – before and after each hire. Extra time between hirings. Hand sanitiser to be provided by hall along with cleaner and cloths.</b>	Hand sanitiser needs to be checked daily by caretaker. Provide more bins, in entrance hall, each meeting room. Groups to empty before leaving. Bin bags to be available. 14.5.21.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers</b>	Groups to clean before and after each hire. Special conditions of hire – 14.5.21.

	Social distancing to be observed	<b>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b>	Provide hand sanitiser. Soap and dryers in toilets. Caretaker to check daily. Cleaner for twice-weekly deep clean. 14.5.21
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	<b>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.</b>	Cleaning materials available. Reduce access to a single, nominated person per hire. Clean before and after if used. Email to hirers and special conditions. 14.5.21

	Cooker/Microwave	<b>Hirers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided Consider encouraging hirers to bring their own Food and Drink for the time being.</b>	Tea towels removed. Paper towels available, caretaker/cleaner to check and replenish as needed. Hirers bring own drinks and food. Special conditions of hire. 14.5.21
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	Table cupboard – suggest each group has one nominated person with access. Email and special conditions. 14.5.21
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>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.</b>	Soap, paper towels, tissues and toilet paper are regularly replenished – checked daily by caretaker and twice-weekly by cleaner. 14.5.21

Boiler Room	Door handle, light switch Social distancing not possible	<b>Public access unlikely. Cleaner to decide frequency of cleaning.</b>	Locked. No public access.
Stage	Social distancing Lighting and sound controls Keyboard	<b>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.</b>	Group of six permitted, or single conductor or keyboardist. Special conditions 14.5.21 Wipe keys after use. Conditions 14.5.21
Events	Handling cash and tickets Too many people arrive	<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. Cash payments/donations to be handled by one individual wearing gloves.</b>	Hirer to oversee. Special conditions.