

## CLIFFE HALL, LEWES – Covid – 19 Risk assessment for re-opening hall

Area or People at Risk	Risk Identified	Actions to take to mitigate risk	Notes
<p>Area: Identify situations/areas which might cause transmission of the virus</p> <p>People: hall staff, maintenance workers, hirers</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Any area within hall building</li> <li><input type="checkbox"/> Surfaces infected by people carrying virus</li> <li><input type="checkbox"/> Rubbish – tissues, cleaning cloths, etc</li> <li><input type="checkbox"/> Deep cleaning premises (someone with Covid-19 on premises)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Stay at Home guidance/procedure if unwell</li> <li><input type="checkbox"/> Provide protective overalls, rubber gloves</li> <li><input type="checkbox"/> Contractors provide their own PPE</li> <li><input type="checkbox"/> Staff advised to wash outer clothes after cleaning duties</li> <li><input type="checkbox"/> Communicate with all hall hirers re risks involved</li> <li><input type="checkbox"/> Display Covid-19 posters</li> </ul>	<p>Cleaning guidance:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use cloths on light switches &amp; electrical appliances (not spray cleaners)</li> <li><input type="checkbox"/> Rubberised, glued surfaces can become damaged by spray disinfectant</li> <li><input type="checkbox"/> “Stay at Home” poster on main entrance door &amp; advise hirers</li> <li><input type="checkbox"/> “COVID-19 SECURE” – poster</li> <li><input type="checkbox"/> Self-cert compliance form</li> </ul>
<p>Who is at risk</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All hall users</li> <li><input type="checkbox"/> Vulnerable</li> <li><input type="checkbox"/> Over 70</li> <li><input type="checkbox"/> Extra caution to exposure if person carrying virus has entered the premises or falls ill</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Vulnerable advised not to attend hall</li> <li><input type="checkbox"/> “Stay at Home” policy</li> <li><input type="checkbox"/> Discuss/identify if protective clothing is sufficient to mitigate risks (staff)</li> <li><input type="checkbox"/> Advise hirers of isolation area &amp; procedure if someone becomes ill during meeting</li> <li><input type="checkbox"/> Covid-19 Secure – policy</li> <li><input type="checkbox"/> Wear Masks poster</li> <li><input type="checkbox"/> “Catch it, bin it, Kill it” awareness</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> WARNING: inform staff if someone is tested +tve for Covid-19 who has been on premises</li> <li><input type="checkbox"/> Data Protection applies</li> <li><input type="checkbox"/> Bins for tissues</li> </ul>
<p>Car park/precinct</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing</li> <li><input type="checkbox"/> Litter</li> </ul>	<p>Display –</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2m social distancing signs</li> <li><input type="checkbox"/> Poster – No congregating (smokers) in outer porch &amp; precinct</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Outside areas better than inside but need to display signs/posters</li> </ul>

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Entrance hall/lobby/corridors	<ul style="list-style-type: none"> <li><input type="checkbox"/> "Pinch points" – confined areas</li> <li><input type="checkbox"/> Door handles/light switches</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> "Pinch Points" – advise hirers of managing risk – no congregating</li> <li><input type="checkbox"/> Regularly wash door handles, light switches</li> <li><input type="checkbox"/> Hand sanitisers</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check hand sanitisers daily at hall entrance</li> </ul>
Main Hall	<ul style="list-style-type: none"> <li><input type="checkbox"/> Door handles</li> <li><input type="checkbox"/> Light switches</li> <li><input type="checkbox"/> Window catches</li> <li><input type="checkbox"/> Fire door</li> <li><input type="checkbox"/> Tables</li> <li><input type="checkbox"/> Chairs</li> <li><input type="checkbox"/> Floor</li> <li><input type="checkbox"/> Screen hand control</li> <li><input type="checkbox"/> Hearing loop</li> <li><input type="checkbox"/> Respiratory hygiene</li> <li><input type="checkbox"/> Stair bannister</li> <li><input type="checkbox"/> Piano</li> <li><input type="checkbox"/> Chest of drawers</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Daily clean</li> <li><input type="checkbox"/> ALL hirers informed to clean anything they use/touch before, during and after meeting</li> <li><input type="checkbox"/> Social distancing – hirers to control</li> <li><input type="checkbox"/> Hand washing</li> <li><input type="checkbox"/> Hearing loop not available</li> <li><input type="checkbox"/> Encourage hirers to open windows &amp; doors</li> <li><input type="checkbox"/> Provide bins for tissues</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hand sanitisers</li> <li><input type="checkbox"/> Cleaning materials displayed but encourage hirers to bring their own household cleaning solution</li> <li><input type="checkbox"/> Encourage hirers to bring their own hand sanitisers</li> <li><input type="checkbox"/> Hirers to be aware of locking windows &amp; doors after use.</li> <li><input type="checkbox"/> Remove all fabrics – curtains</li> <li><input type="checkbox"/> Affix 2m stickers to all doors, inside and out</li> <li><input type="checkbox"/></li> </ul>
Kitchen	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing difficult</li> <li><input type="checkbox"/> Door/window handles</li> <li><input type="checkbox"/> Light switches</li> <li><input type="checkbox"/> Work surfaces</li> <li><input type="checkbox"/> Sink area</li> <li><input type="checkbox"/> Cooker</li> <li><input type="checkbox"/> Cupboard/drawer handles</li> <li><input type="checkbox"/> Fridge</li> <li><input type="checkbox"/> Crockery/cutlery</li> <li><input type="checkbox"/> Kettle/hot water boiler</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notice – "One person only allowed in kitchen"</li> <li><input type="checkbox"/> Hirers informed to clean all areas before and after use</li> <li><input type="checkbox"/> No crockery available-doors taped</li> <li><input type="checkbox"/> No food/drinks facilities</li> <li><input type="checkbox"/> Hirers bring their own drinks</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep cleaning materials available</li> <li><input type="checkbox"/> Soap/paper towels available</li> <li><input type="checkbox"/> Hirers informed of no crockery/food facilities</li> </ul>
Store cupboard/boiler room	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff only</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean door handles/light switch, etc</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss all aspects of boiler room hygiene with staff</li> </ul>
Table storage room	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing impossible</li> <li><input type="checkbox"/> Door handles/ light switch</li> <li><input type="checkbox"/> Tables</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hirers to control accessing and stowing tables – social distancing</li> <li><input type="checkbox"/> Clean door handles, light switches</li> <li><input type="checkbox"/> Hirers to clean tables -before &amp; after use</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advise hirers of table room restrictions</li> </ul>

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Toilet	<input type="checkbox"/> Social distancing difficult <input type="checkbox"/> Narrow corridor <input type="checkbox"/> Cleaning toilet	<input type="checkbox"/> Disabled toilet only <input type="checkbox"/> Hirers to control people using toilet to avoid queuing/close contact <input type="checkbox"/> Hirers to clean all surfaces including toilet seat/handles <input type="checkbox"/> Poster – 20 second washing hands	<input type="checkbox"/> Daily check re soap/towels/toilet paper
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>