

East Worlington Parish Hall - COVID-19 Risk Assessment (10/09/20)

	Area or People at Risk	Risk Identified	Actions to take to mitigate risk	Notes
	Car Park	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 queueing to enter. Monitor area and provide marshals 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.
	Foyer (Main Door)	Touching handles / doors	Clean regularly Leave door open when possible	Arrange cleaning
	Foyer (Entrance Area)	Congestion Only one entrance and exit Access to toilets	Provide sanitizer Create a one way system	Hand sanitiser needs to be checked daily. Monitor area and provide guidance.
	Foyer (Internal Glazed Entrance Door)	Touching handles / doors	Clean regularly. Leave door open when possible	Arrange cleaning
	Storeroom	Enclosed area with tables and chairs storage Social distancing more difficult. Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer / organiser to clean equipment required before use. Hirer / organiser to control accessing and stowing equipment to encourage social distancing. Consider face mask protection.	Consider and agree storage and movement arrangements to reduce risk to lowest possible level. Arrange effective cleaning.
	Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing, mirrors.	Control numbers accessing toilets at one time, with attention to more vulnerable users. Avoid queuing waiting to use toilet. Clean all surfaces etc before public arrive. Provide soap and display a poster to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished Ensure cleaning materials are available

	Main Hall	Door handles, light switches, window catches/pole, tables, chair backs and arms. Soft furnishings/wall hangings which cannot be readily cleaned. Projection equipment. Screen. Window blinds. Displays, heritage items. Social distancing to be observed	Provide sanitizer 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.	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. Consider removing window blinds and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
	Stage	Steps on to stage Access to storeroom / boiler room Access to balcony	Clean hand rails regularly	Reduce need to access stage area and kitchen. Arrange regular cleaning of hand rails.
	Balcony	Heritage archive storage Access by loft ladder from stage	Decline access to this area	
	Kitchen	Social distancing more difficult Door and window handles Light switches Electrical sockets and switches Work surfaces Sinks Cupboard and drawer handles Fridge Crockery Cutlery Utensils Kettle Hot water boiler Cooker Microwave Dishwasher	Hirers / organiser to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers / organiser to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers / organisers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and restocked as necessary. Decide if kitchen can be used as a kitchen

	Storeroom / Boiler Room	Door handles Boiler and controls Stored equipment	Decide whether hall cleaner cleans or hirer / organiser to clean equipment required before use. Hirer / organiser to control accessing and stowing equipment to encourage social distancing. Consider face mask protection. No need to touch boiler and controls.	Provide guidance poster on door
	Management Committee	Inspection of building Maintenance work Meetings	No face to face meetings - use ZOOM Stay at home if unwell	Monitor are regular ZOOM committee meetings
	Volunteers	Volunteers entering building for any purpose may be exposed if a person is carrying the virus or falls ill. Vulnerable or over 70 volunteers at risk	Stay at home guidance if unwell at entrance and in Main Hall. Volunteers provided with protective overalls and plastic or rubber gloves. Volunteers advised to wash outer clothes after cleaning duties. PHE guidance and PPE for use in the event deep cleaning is required. Volunteers in the vulnerable category are advised not to attend. 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. Talk with trustees and volunteers regularly to see if arrangements are working.	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. 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 volunteer agrees it can be shared.

Cleaners	All cleaning duties 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.	Cleaner provided with protective overalls and plastic or rubber gloves. Cleaner advised to wash outer clothes after cleaning duties. PHE guidance and PPE for use in the event deep cleaning is required. Cleaner in the vulnerable category are advised not to attend work for the time being. Talk with cleaner regularly to see if arrangements are working.	Cleaner 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. Cleaner 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 cleaner agrees it can be shared.
Contractors	Contractors internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.	Contractors to have their own risk assessment in place. Contractors provide their own protective wear.	Ensure contractors know about the Hall risk assessment and policy. Confirm contractor have their own risk assessment.
Events	Handling cash Too many people arriving at same time	Cash free payments Do not handle cash Wear gloves Provide direction and spacing guidance Provide marshals as necessary	Contact details of all attendees may be necessary for 'test and contact' purposes.
Events (Setting up / moving furniture)	Helper too close in confined spaces Handling furniture / equipment	Wear face masks Wear gloves	Need to provide guidance and equipment.