

COVID 19 - RISK ASSESSMENT FOR THE ANTHONY HALL

The potential mitigations for the covid risk are colour coded as follows:-

RED - **Actions based on Government advice (i.e. should be considered mandatory)**

Orange - **Actions that are strongly recommended**

Green - **Actions that could be considered**

Area or People at Risk	Risk Identified	Actions to take to mitigate risk	Notes
Contractors and Volunteers- identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	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	Stay at home guidance if unwell at entrance and in main Hall. Contractor to provide their own protective overalls and plastic or rubber gloves.	Volunteers/Hirers may need guidance as to cleaning e.g. cloths should be used on light switches and electrical appliances rather than spray disinfectants.
Contractors and Volunteers	Volunteers who are either extremely vulnerable or over 70.	Discuss with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces is sufficient to mitigate their risks, or whether they should not attend the Hall for the time being. Check with committee, cleaners and regular hirers to see if arrangements are working	Contractors, Volunteers and Hirers will need to be warned immediately if someone is tested positive for CV-19 who has been on the premises. It is important people know they can raise concerns.

<p>Car Park/Outside 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>Cleaner asked to check area outside doors for rubbish which might be contaminated e.g. tissues. Wear plastic gloves to remove</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. Because car park fronts the public footpath and highway it is difficult to keep litter from the area.</p>
<p>Entrance hall/lobby/passageway</p>	<p>Possible “pinch points” where risk is that social distancing is not observed in a confined area. Door handles, light switches in frequent use</p>	<p>Identify “pinch points” and busy areas. Create one way system and provide signage</p> <p>Door handles and light switches to be cleaned regularly, Hand sanitiser to be provided by Hall</p>	<p>Hand sanitiser needs to be checked daily. Provide more bins (with lids) in main Hall and Meeting room. Empty regularly.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs. Soft furnishings which cannot be readily cleaned between hires. Window curtains. Screen</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use</p> <p>Social distancing to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly</p>	<p>Consider removing window curtains or tying them up. Difficult to clean the Hall chairs, due to upholstery. Encourage hirers to use the plastic chairs from storeroom or bring their own. Hand sanitiser dispensers have been installed.</p>

Meeting Room	Social distancing more difficult in the smaller room. Door and window handles, light switches, tables and chair backs.	Recommend hirers avoid using the meeting room, other than as part of the entrance to the Hall. Surfaces and equipment to be cleaned by hirers before use.	We normally only hire the meeting room out when the main Hall is not in use
Kitchen	Social distancing more difficult. Door and window handles, work surfaces, sinks, cupboard/drawer handles, fridge, crockery, cutlery, kettle, cooker, microwave	Hirers asked to control numbers using kitchen 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. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided by Hall. Encourage hirers to bring their own food and drink for the time being.	It is not possible to re-arrange the kitchen.
Store cupboards (cleaner etc)	Social distancing not possible. Door handles.	Public access likely to be needed only to obtain supplies of paper towels/toilet rolls stored in lobby cupboard. Door handles to be wiped before and after use.	Put notice on cupboard door to show where supplies of paper towels etc. are kept.

Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.	<p>Hirer to control numbers accessing toilets at one time with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before hire starts, unless the cleaner has pre-cleaned out of hours.</p> <p>Consider posters to encourage 20 second hand wash.</p>	Ensure soap, paper towels and toilet paper are regularly replenished and hirers know where to access for re-stocking if needed (see above). Cleaner will be in the Hall daily, so can check the supplies.
Stage	Curtains. Social Distancing. Projection screen.	<p>Consider removal of curtains or tying back out of reach.</p> <p>Hirer to control access and clean as necessary.</p>	
Events	The Hall committee does not organise events itself: it is the Hirers who deal with events.	Organisers should arrange their event in accordance with the cv-19 guidelines.	