

Area or People Risk

The Cleaner, volunteers (such as member of the committee), contractors –

Identify what work activity or situations might cause transmission of the virus and likelihood of exposure

Think about who could be at risk and likelihood Cleaner/volunteers could be exposed.

Risk Identified

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 contractors

Cleaner/volunteers who are either extremely vulnerable or over 70.
 Cleaner 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.
 Mental stress from handling the new situation.

Actions to take to mitigate risk

Stay at home guidance if unwell at entrance and in Main Hall. Cleaner/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.
Cleaner/volunteers advised to wash outer clothes after cleaning duties.
Cleaner given PHE guidance and PPE for use in the event deep cleaning is required.

Cleaner/volunteers in the vulnerable category are advised not to attend work for the time being.
Discuss situation with Cleaner/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.

Notes

Cleaner/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.

Cleaner 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. It is important people know they can raise concerns.

Red-Actions based on Government Advice (i.e should be considered mandatory)

Orange- Actions that are strongly recommended

Green-Actions that might be considered

Car Parks/paths/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	observed	before use or by the cleaner. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.
Entrance hall/lobby	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.	Mark out 2metre waiting area outside entrance with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. 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. Hand sanitiser to be provided by hall	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. Hand sanitiser needs to be checked daily. Provide more bins, in entrance Hall. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chairs. Window curtains. Social distancing to be	Door handles, light switches, window catches, tables, chairs cleaned by hirers	Tie back window curtains and remove items which are more

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difficult to clean and likely to be touched by the public.

Provide hand sanitiser.

Committee have agreed that only 20 people are allowed in the Hall.

Committee Room

Social distancing more difficult in smaller areas
 Door and window handles
 Light switches
 Access to lockers required

Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.

Close Ladies and Gent's Toilet and taped off.

Disabled toilet only to be used Hirer to clean all surfaces etc. before public arrive unless Cleaner has precleaned.

Consider engaged/vacant signage and posters to encourage 20 second hand washing.

Booking Secretary will need to be informed if room has been use for its designated purpose, so that it can be thoroughly cleaned.

Kitchen

Social distancing more difficult
 Door and window handles
 Light switches
 Working surfaces, sinks
 Cupboard/drawer handles.
 Crockery/cutlery
 Kettle/hot water boiler
 Cooker/Microwave

Designate room to isolate anyone who falls ill. Hirers to be informed.

Only those who have items stored to access lockers

Kitchen to be closed and taped off.

Hirers encouraged to bring their own drinks, cups etc.

Consideration should be given to allowing hirers to bring their own kettles to make hot drinks.

Store cupboards

Door handles

Cleaner only to access cupboard

Cleaner's Room

Door and window handles

Cleaner only to access

Toilets

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Ensure soap, paper towels, tissues and toilet paper are regularly replenished			
Chair/ table store room	Door and window handles Social distancing	Remove all but 20 chairs. Remainder to be stored on stage and taped off.	Only 20 chairs will have to be cleaned.
Stage	Curtains Social distancing Loop amplifier controls	Curtains to be tied back. Hirers to ensure that only those needing to access lockers or isolation room or switch on the loop system to go on stage.	A notice indicating that curtains should not be touched will be needed
Events	Handling cash and tickets Social distancing Too many people arrive	No social events to be organised. No parties to be allowed	This policy will need to be kept under review

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