

Covid-19 Re-Opening Risk Assessment v2.0

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Date completed/Notes
<p>Staff, contractors and volunteers – 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</p> <p>Disposing of rubbish containing tissues and cleaning cloths</p> <p>Deep cleaning premises if someone falls ill with Covid-19 on the premises</p> <p>Occasional Maintenance workers</p>	<p>Signage in place with guidance on staying away if showing any signs of Covid-19 and guidance on feeling unwell;</p> <p>Signage in place with social distanced regulations</p> <p>All Trustees/volunteers and cleaning staff are required to maintain Hands-Face-Space advice and use hand sanitising stations when at work in the Hall</p>	<p>17 May 2021 In the event of a deep clean being required, financial reserves are available and Bredon Hill Cleaning to be used</p> <p>Cleaning requirements posted at the Hall for all users including Trustees/volunteers</p>
<p>Staff, contractors and volunteers– 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</p> <p>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>No Trustees/volunteers or cleaning staff are over 70</p> <p>Most Trustees have received one vaccination so risk is reduced; any vulnerable persons (medical or age-related) advised to follow regulations and precautions</p> <p>Trustees/volunteers/cleaning staff made aware of regulation including the use of face coverings when in the Hall (exemptions excepted)</p> <p>All Trustees/volunteers and cleaning staff are required to maintain Hands-Face-Space advice and use hand sanitising stations when at work in the Hall</p> <p>All Trustees/volunteers/cleaning staff to check in for NHS Test & Trace procedures each time they enter the premises</p>	<p>17 May 2021 Trustees/volunteers and cleaning staff to be warned immediately if someone is tested positive for Covid-19 who has been on the premises</p> <p>QR Code for check in/Test & Trace in place for use by all visitors</p>

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<p>Social distancing requirements and limit on group sizes of 6 or 2 households</p> <p>Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of <6</p>	<p>Signage in place highlighting social distancing regulations</p> <p>Hirers to implement one way system for entrance/exit</p> <p>Special Conditions of Hire highlight the need for hirers to be responsible for group sizes and adherence to social distancing regulations</p> <p>NHS Test & Trace procedures in place including QR Code signage for check on using NHS app</p> <p>Regular cleaning routine maintained at the Hall alongside cleaning required by hirers; date of each clean noted and signed in each area</p> <p>Special Conditions of Hire highlight the need for hirers to clean before and after use</p>	<p>17 May 2021</p> <p>Covid-secure cleaning boxes and equipment provided for hirers use</p> <p>Cleaning materials regularly checked and maintained</p> <p>Hand sanitiser stations provided throughout the Hall</p> <p>Special Conditions of Hire required to be accepted by all hirers</p> <p>Event organisers are not expected to ask about people's domestic arrangements But no group members should mix, with another group</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced Avoid raised voices or interactions</p>

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Car Park/paths/patio/ exterior areas	Social distancing is not observed as people congregate before entering premises	Signage in place highlighting social distancing regulations	17 May 2021 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 Standard litter collection arrangements remain in place Plastic/vinyl gloves provided in Covid-secure cleaning boxes
	Parking area is too congested to allow social distancing	Hirers to implement one way system for entrance/exit	
	People drop rubbish	Hirers required to use rubbish bags provided in Covid-secure cleaning boxes to clear up all rubbish left by users – included in the Special Conditions of Hire	
	Smoking area	Special Conditions of Hire highlight the need for hirers to clean before and after use	
		Hall has provided sand buckets for disposal of cigarette ends	
Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area	Hirers to implement one way system for entrance/exit where possible	17 May 2021 Hand sanitiser to be checked regularly and topped up as required Special Conditions of Hire note the regulation for hirers to clean before and after Hall use
	Door handles, light switches in frequent use	Signage in place highlighting social distancing regulations Special Conditions of Hire highlight the need for hirers to clean before and after use	
		Hand sanitising stations provided	

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Main Hall	Door handles, light switches, window catches, tables, chair backs and arms	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff	17 May 2021 Covid-secure cleaning materials and equipment provided
	Soft furnishings which cannot be readily cleaned between use		Cleaning materials regularly checked and maintained
	Projection equipment Screen Window curtains or blinds Commemorative photos, displays	Social distancing guidance to be observed by hirers in arranging their activities	Toilets open with hand sanitising stations and soap and water
	Social distancing to be observed	Hirers encouraged to wash/sanitise hands regularly	Hand sanitiser stations provided throughout the Hall
		Special Conditions of Hire issued to all hirers that include the regulation that hirers must clean the Hall before and after use and that group size and social distancing measures must be observed and this is the responsibility of the hirer	Special Conditions of Hire required to be accepted by all hirers
Upholstered seating	Virus may remain on fabric Cannot readily be cleaned between use Frequent cleaning would damage fabric Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently	Banquet chairs not available to hirers to prevent any potential risk If banquet chairs are used by Trustees/volunteers, they must be cleaned thoroughly using the Covid-secure cleaning materials provided	17 May 2021 All Trustees/volunteers made aware of responsibility of cleaning any used chairs after use

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Campbell Room and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms Copier, laminator, shredder Floors with carpet tiles less easily cleaned	Campbell Room closed for hire until Roadmap Step 4 (special exemptions to be approved by the Trustees/committee) Campbell Room will remain open as per fire regulations for access to fire exit Special Conditions of Hire highlight the need for hirers to clean before and after use	17 May 2021 Covid-secure cleaning materials and equipment provided Special Conditions of Hire required to be accepted by all hirers Parish Council offices to be maintained under the terms of Special Conditions of Hire (PC notified)
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 Cooker/Microwave	Kitchen closed unless specifically required by hirer Kitchen limited to two persons at any one time Hirers to bring own tea towels Hand sanitiser, soap and paper towels provided Special Conditions of Hire highlight the need for hirers to clean before and after use	17 May 2021 Covid-secure cleaning materials and equipment provided Special Conditions of Hire required to be accepted by all hirers
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access not required Cleaner to decide frequency of cleaning	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use Equipment needing to be moved not normally in use	Only in use by Trustees/committee To be cleaned after each use	17 May 2021

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Indoor Toilets	Social distancing difficult Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc	Signage in place noting maximum number of people allowed at one time	17 May 2021 Covid-secure cleaning materials and equipment provided
	Baby changing and vanity surfaces, mirrors	Signage in place with social distanced queuing regulation	Special Conditions of Hire required to be accepted by all hirers
		Special Conditions of Hire highlight the need for hirers to clean before and after use	Soap and hand sanitiser levels to be checked regularly (min once a week)
Stage	Social distancing	Special Conditions of Hire highlight the need for hirers to clean before and after use	17 May 2021 Covid-secure cleaning materials and equipment provided
	Lighting controls		
	Chairs and tables	All used items to be cleaned including handles of access to under stage storage and all touchpoints on under stage storage	Special Conditions of Hire required to be accepted by all hirers
	Under stage storage		
Events	Handling cash and tickets	Highlight contactless payment system available at the Hall and note it is the preferred way to pay at Hall events	Awaiting
	Too many people arrive	<p>Signage in place to highlight maximum number allowed in each area</p> <p>Outdoor space/car park used to accommodate social distanced queuing/waiting</p> <p>Large events are ticket only to ensure number limits are maintained</p>	