

# Cheddon Fitzpaine Memorial Hall

## COVID-19 Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Staff, contractors and volunteers –</b> 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. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>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.</p>
<p><b>Staff, contractors and volunteers–</b> 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. 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>Staff in the vulnerable category, over 70, or not yet fully vaccinated should be consulted on whether they wish to attend the hall at this time. Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>	<p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p> <p>It is important people know they can raise concerns.</p>

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Car Park/paths/ patio/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.	Hirers to remind users that close contact with others increases the risk of virus spreading, particularly if persons are clinically extremely vulnerable or have not yet been fully vaccinated. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Aligns with latest ACRE guidance and Government advice. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/corridors	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.	Hirers to remind users that close contact with others increases the risk of virus spreading, particularly if persons are clinically extremely vulnerable or have not yet been fully vaccinated.  Door handles and light switches to be cleaned regularly.  Hand sanitiser to be provided by hall and hirer.  Bags from all bins to be removed by hirer when at completion of hire period.	Hand sanitiser needs to be checked daily.  Consider that there is no requirement for additional bin in Foyer and it can be returned for use in kitchen.

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Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hall cleaning staff between hirings, where possible.</p> <p>Cushioned chairs from the Committee room not to be used.</p> <p>Hirers to be advised to consider that close contact with others increases the risk of virus spreading, particularly if persons are clinically extremely vulnerable or have not yet been fully vaccinated. This needs to be considered when arranging their activities, and numbers attending.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Hall curtains should only be operated when wearing suitable gloves. Disposable gloves will be made available in the cleaning box.</p>	<p>Due to the numbers that can now be allowed in the hall, it is no longer appropriate to separate equipment used for 72hrs. Reduction in risk will be mitigated by cleaning between events.</p> <p>The requirement for Hirers not to touch the curtains in felt to be too restrictive and the likelihood of virus transfer to be very small.</p> <p>Numbers using the Main Hall is now the responsibility of the hirer, up to the hall's licence maximum. (200 or 120 seated at tables or dancing and seated at tables).</p>

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Committee Room	Social distancing more difficult in smaller areas	<p>Committee room can be used for hirings. Hirers to be advised to take into account that close contact with others increases the risk of virus spreading, particularly if persons are clinically extremely vulnerable or have not yet been fully vaccinated, when arranging their activities. This needs to be considered when arranging their activities, and numbers attending.</p> <p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hall cleaning staff between hirings, where possible Hard Chairs from main hall to be used.</p> <p>Curtains should only be operated when wearing suitable gloves. Disposable gloves will be made available in the cleaning box.</p>	<p>The requirement for Hirers not to touch the curtains in felt to be too restrictive and the likelihood of virus transfer to be very small.</p> <p>Numbers using the Committee room is now the responsibility of the hirer.</p>

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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	Hirers to be advised to consider that close contact with others increases the risk of virus spreading, particularly if persons are clinically extremely vulnerable or have not yet been fully vaccinated, when arranging their activities. This needs to be considered when arranging their activities, and numbers in the kitchen at the same time.  Hirers to ensure all items used in the kitchen are washed and returned to their appropriate location. Hirers to bring own tea towels.	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be 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	Hirers can utilize all the equipment in the storeroom as required and to be cleaned before it is returned to the storeroom.	No longer feasible or considered appropriate for hall staff to do this work, especially with the larger type events which will use the hall.

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Toilets	Social distancing difficult. Surfaces in frequent use door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to be advised to take into account that close contact with others increases the risk of virus spreading, particularly if persons are clinically extremely vulnerable or have not yet been fully vaccinated, when arranging their activities.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.  Numbers using the toilets is now the responsibility of the hirer.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Will be cleaned by hall staff when accessing the room.	
Stage	Curtains Social distancing Lighting and sound controls	Stage can be used by hirer if requested.  Hall curtains should only be operated when wearing suitable gloves. Disposable gloves will be made available in the cleaning box.	The requirement for Hirers not to touch the curtains in felt to be too restrictive and the likelihood of virus transfer to be very small.