

Cheddon Fitzpaine Memorial Hall

COVID-19 Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	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. 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>The priority is cleaning the frequently used surfaces.</p> <p>Cloths should be used on light switches and electrical appliances rather than spray disinfectants.</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. 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>Discuss situation with staff/volunteers to identify whether the provision of protective clothing, mitigation such as face coverings and cleaning surfaces before they work is sufficient to mitigate their risk.</p>	<p>Staff/volunteers will need to be warned immediately if someone tests positive for Covid 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>It is important people know they can raise concerns.</p>
<p>Social distancing still advisable with vulnerable people and those you are not in regular contact with. Risk to hirers/event organisers and those attending the hall.</p>	<p>Risk is people attending mingle with others they are not usually in contact with, which may spread the virus and worry other users.</p>	<p>Special Conditions of hire to be updated to highlight this risk and to ask hirers to implement as necessary.</p> <p>Discuss hirer concerns with them, as adjustments continue to be advisable eg to seating arrangements</p>	<p>Event organisers should encourage respect for other people. Avoid raised voices or loud music which would cause people to shout to be heard.</p>

Cheddon Fitzpaine Memorial Hall

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Car Park/paths/ patio/exterior areas	People drop tissues and face masks.	Hirers/Cleaner asked to check area outside doors for rubbish which might be contaminated. Wear plastic gloves and remove.	<p>Outside areas are less risky.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>
Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>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.</p> <p>Door handles and light switches to be cleaned regularly by organisers and hirers.</p> <p>Hand sanitiser to be provided by hall.</p> <p>All bins to be emptied by hirer at completion of hire period.</p>	Hand sanitiser needs to be checked daily.

Cheddon Fitzpaine Memorial Hall

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds 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 organisers / hirers before and after their event.</p> <p>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 when arranging their activities. This needs to be considered when arranging their activities, and numbers attending.</p> <p>Encourage people to eat and drink when seated.</p>	<p>Reduction in risk will be mitigated by organisers / hirers cleaning before / after events.</p> <p>Numbers using the Main Hall is the responsibility of the hirer, up to the hall's licence maximum. (200 or 120 seated at tables or dancing and seated at tables). However, they are still to ensure ventilation is provided and numbers should still allow social distancing.</p>

Cheddon Fitzpaine Memorial Hall

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Committee Room	<p>Social distancing more difficult in smaller areas.</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arm.</p>	<p>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 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 organisers/hirers before and after their event.</p> <p>Encourage people to eat and drink when seated.</p>	<p>Numbers using the Committee room is the responsibility of the hirer. However, they are still to ensure ventilation is provided and numbers should still allow social distancing.</p>
Upholstered seating	<p>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</p>	<p>As those moving them to wear disposable gloves available in the cleaning box.</p>	<p>Limited use in the Committee room only.</p> <p>Indications are that the virus is mainly aerosol based, so soft furnishings, photos etc not frequently touched are less of a risk</p>

Cheddon Fitzpaine Memorial Hall

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
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 vulnerable, 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. Encourage people to eat and drink when seated. 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.
Bar	Social distancing more difficult Door and window handles Light switches Working surfaces, sink Fridges Glassware	Hirers to be advised to consider that close contact with others increases the risk of virus spreading, particularly if persons are vulnerable, 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 Bar are washed and returned to their appropriate location.	

Cheddon Fitzpaine Memorial Hall

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
		<p>Encourage people to eat and drink when seated.</p> <p>Hirers to bring own tea towels.</p>	
Store cupboards (cleaner etc)	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	<p>Public access unlikely to be required.</p> <p>Cleaner to decide frequency of cleaning.</p>	
Storage Rooms (furniture/equipment)	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	<p>Hirers to ensure equipment is cleaned, using the supplied cleaning materials, before it is used and on return to the storeroom.</p> <p>Hirer to encourage social distancing</p>	
Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to be advised to take into account that close contact with others increases the risk of virus spreading, particularly if persons are vulnerable when arranging their activities and controlling numbers allowed to use toilets at one time.</p> <p>Door handles, light switches, window catches, and other surfaces used to be cleaned hirers before and after their event.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p> <p>Numbers using the toilets is now the responsibility of the hirer. However, they are still to ensure ventilation is provided and numbers should still allow social distancing</p>
Boiler Room	<p>Door handle, light switch</p> <p>Social distancing not possible</p>	<p>Public access unlikely. Will be cleaned by hall staff when accessing the room.</p>	

Cheddon Fitzpaine Memorial Hall

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Stage	Curtains Social distancing Lighting and sound controls	Stage can be used by hirer if requested. Hirer to control access and clean as required.	
Events	Handling cash and tickets. Too many people arrive	Hirers to arrange online systems and cashless payments as far as possible. Cash payments / donations to be handled by one individual	