

Shottery Memorial Hall COVID-19 Risk Assessment

July 2021

This document assesses additional risks arising from COVID-19 and its consequences, following the replacement of mandatory regulations by guidance to remain cautious. It indicates actions to be taken by the management committee. Each user group will also have a risk assessment indicating actions that it will take.

The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.

People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Contractors and volunteers – What activities might cause risk of transmitting the virus?</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.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Cleaning contractors provide their own protective overalls and plastic or rubber gloves. Professionals to carry out deep clean if required.</p>	<p>.</p>
<p>Staff, contractors and volunteers– Who might be at risk?</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. 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>Clinically extremely vulnerable volunteers, if any, may choose not to come to hall.</p> <p>Hirers to be made aware of procedure if someone falls ill with suspected COVID-19.</p>	<p>Staff 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.</p>

Areas at Risk			
Car Park/exterior areas	People drop tissues.	Cleaners asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Ordinary litter collection arrangements can remain in place.
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.	Provide signage reminding to keep distance. Hirers to remind their groups to avoid congregating around doors. Frequently touched surfaces to be cleaned regularly. Hand sanitiser to be provided by hall.	Hand sanitiser needs to be monitored regularly. Hirers to take rubbish to outside bins after sessions.
Main Hall, Youth Centre and Art Studio, Bar Lounge	Door handles, light switches, window catches, tables, chair backs and arms. Too many people at close quarters.	Frequently touched surfaces to be cleaned by hirers after use. Weekly professional clean. Hirers to be encouraged to wash hands or use sanitiser regularly. Hirers reminded to ventilate all spaces. Each hiring group to decide on appropriate social distancing measures.	

Kitchen	Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Hirers who use kitchen must clean thoroughly afterwards.	Cleaning materials to be made available in clearly identified location, regularly checked and re-stocked as necessary.
Outside Storage	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Only used by volunteers for time being.	
Office	Social distancing not possible Door handles, light switch	Public access unlikely to be required.	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.	Hirers to control numbers accessing toilets at one time. Hirers to clean all frequently used surfaces.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Chair in disabled toilet if anyone falls ill.
Stage	Curtains Social distancing Lighting and sound controls	Arrangements for stage performances to be determined on a case by case basis.	
Events	Handling cash and tickets. Too many people arrive. Seating too close if audience at capacity.	Arrangements for larger events to be determined on a case by case basis.	