

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Staff, contractors and volunteers</b></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 CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p><b>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</b></p> <p><b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b></p> <p><b>Staff given PHE guidance and PPE (gloves, masks, aprons) for cleaning tasks</b></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.</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><b>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks.</b></p> <p><b>Talk with staff, trustees and volunteers regularly to see if arrangements are working</b></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.</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>

Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises.		
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><b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</b></p> <p><b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></p>	Ordinary litter collection arrangements can remain in place.
<p>Townley Hall (TMH)</p> <p>Capacity 2 metre:</p> <p>Standing 34 Sitting 46</p> <p>Capacity 1 metre:</p> <p>Standing 134 Sitting 87</p>		<p><b>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</b></p> <p><b>Hand sanitiser to be provided in entrance corridor</b></p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>

<p>TMH</p>	<p>Projection equipment. Screen. Window curtains or blinds. Social distancing to be observed.</p>	<p><b>Door handles, light switches, chairs and other equipment used to be cleaned by hirers before use.</b></p> <p><b>Social distancing guidance to be observed by hirers in arranging their activities.</b></p> <p><b>Hirers to be encouraged to wash hands/ use sanitiser regularly.</b></p>	<p>Projection equipment to be handled wearing gloves. Hand sanitiser in hall as well as cleaning cloths and paper towels with surface spray.</p>
<p>TMH - upholstered seating</p>	<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, i.e. more frequently.</p>	<p><b>Avoid touching chairs unless wearing plastic gloves.</b></p> <p><b>Clean metal/plastic parts regularly touched. Ask those moving them to wear plastic gloves.</b></p>	

TTMH Stage	<p>Curtains. Social distancing. Lighting and sound controls.</p>	<p><b>Hirer to control access and clean as required.</b></p>	<p>Curtains to be moved only by side cords using gloves.</p>
Meeting room	<p>Door and window handles. Light switches. Tables, chair backs &amp; arms.</p>	<p><b>Surfaces and equipment to be cleaned by hirers before and after use.</b></p>	<p>Projection equipment to be touched wearing gloves. Hand sanitiser in room as well as cleaning clothes and paper towels with surface spray.</p> <p>One way entrance/exit. Pinch point in corridor notices to maintain social distancing.</p>
Kitchen	<p>Social distancing more difficult. Door and window handles. Light switches. Working surfaces, sinks. Cupboard/drawer handles. Fridge/freezer. Crockery/cutlery. Kettle/hot water boiler.</p>	<p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b></p> <p><b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b></p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p>

	Cooker/Microwave.	<p><b>Hirers to bring own tea towels.</b></p> <p><b>Hand sanitiser, soap and paper towels to be provided</b></p>	
Store cupboards (cleaner etc.)	Social distancing not possible Door handles, light switch	<b>Administrator and senior Cleaner to decide frequency of cleaning.</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult. Door handles in use. Equipment needing to be moved not normally in use.	<b>Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</b>	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<p><b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b></p> <p><b>Hirer to clean all surfaces etc. before public arrive unless staff have precleaned out of hours.</b></p> <p><b>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b></p>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

Boiler Room	Door handle, light switch Social distancing not possible	<b>Cleaner to decide frequency of cleaning.</b>	
Events	Too many people arrive	<p><b>For performances seats to be limited, booked in advance, 2 seats between individuals or household groups.</b></p> <p><b>Cash payments/donations to be handled by one individual wearing gloves.</b></p>	