

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Staff, contractors and volunteers	1. Cleaning surfaces infected by people carrying the virus. 2. Disposing of rubbish containing tissues and cleaning cloths. 3. Deep cleaning premises if someone falls ill with CV-19 on the premises. 4. Occasional Maintenance workers.	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves. *</p> <p>Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties. *</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required. *</p>	Date: 31/8/20 Notes: Staff/volunteers Provided with guidance as to cleaning correct Products to be used and disposal instructions to be provided in a laminated form to be placed with cleaning supplies in Kitchen and Main Hall area. Maintenance workers to be briefed re site specific measures
Staff, contractors and volunteers	<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>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff and/or volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks,</p>	Date: ongoing 31/8/20 Notes: Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Hirer to notify Manager- to be then cascaded to Trustees and remaining staff. Details of a person's medical condition must be kept confidential, unless the

	Mental stress from handling the new situation.	<p>or whether they should cease such work for the time being. *</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>employee/volunteer agrees it can be shared.</p> <p>Any Concerns can be raised via Manager/Trustees for review and implementation if necessary Regular reviews to be carried out</p>
Paths/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p> <p>People smoking in the outside areas- risk of contaminated refuse not disposed correctly</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. *</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues cigarette butts. Wear plastic gloves and remove. *</p>	<p>Date: 31/8/20</p> <p>Notes: 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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves. *</p> <p>Smoking in the outside areas used for Queuing suspended. notice</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>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage. *</p>	<p>Date: 31/8/20</p> <p>Notes: Hand sanitizer needs to be checked daily or between hirers (if more than one day between hall use) *</p>

		<p>Door handles/ Push Plates and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.</p> <p>One way Access system avoiding tight areas- hirers to access via side emergency exits to avoid large amount of people coming through Kitchen (usual access)</p>	<p>Provide Additional bins, in entrance hall, Main Hall area and external for disposal of tissues, sanitizing wipes etc. Empty regularly. Bins to be Sanitized between Hirers. *</p>
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. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Date: 31/8/20 Notes: Sanitizing solution/Wipes readily available Manager to be informed if supply needs replenishing. Additional products stored in Cleaning Cupboard with use instructions Provide hand sanitiser.</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>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves..</p> <p>Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Clean metal/plastic parts regularly touched. Rotate use</p>	<p>Date: 31/8/20 Notes: Chair cushions to be removed and stored securely/separately- only to be used with prior approval as they will need to be Quarantined before next use for 72h. *</p>

		of upholstered chairs. Ask those moving them to wear plastic gloves.	
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	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided *Consider encouraging hirers to bring their own Food and Drink for the time being.	Date: 31/8/20 Notes: Cleaning materials to be made available in clearly identified location regularly checked and re-stocked as necessary. * Consider closing kitchen if not required or restricting access. Tea urn can be set up in the main hall to avoid kitchen overcrowding. Where Possible use of paper/single use plates and cups to be encouraged.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	Date: 31/8/20 Notes: List of content provided on outside of the cleaning storage to be updated regularly- for restocking purposes- will minimise need to access the cupboard for checks.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and	Date: 31/8/20 Notes: Storage cupboard assigned to the regular hirers- hirer instructed re

		stowing equipment to encourage social distancing.	safe and sanitary storage- no cross use between hirers.
Indoor 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 control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing. *	Date: 31/8/20 Notes: Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed. Regular communication channels established in case of stock running low.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	Date: 31/8/20 Notes:
Stage	Social distancing Lighting and sound controls	Hirer to control access and clean as required.	Date: 31/8/20 Notes: only designated people to access Lighting and Sound control and to ensure it is cleaned after use
Events	Handling cash and tickets Too many people arrive at the same time	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Spacing between the rows and seats to follow Government Guidance	Date: 31/8/20 Notes: See National Rural Touring Forum guidance, Section 2.6

		Cash payments/donations to be handled by one individual wearing gloves.	
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