

FINAL TRENT MEMORIAL HALL - COVID-19 RISK ASSESSMENT

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>a. Staff, contractors and volunteers</p>	<p>Surfaces infected by people carrying CV-19. 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 if unwell” signage at entrances (to lobby and meeting room). Staff/volunteers provided with disposable gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Contractor/cleaner employed in the event deep cleaning is required.</p>	<p>Signage in place. Disposable gloves provided. Guidance note as to cleaning to be inserted in cleaning materials box. (For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants.)</p>
<p>b. Staff, contractors and volunteers</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 are advised not to attend for the time being. 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, 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>Only paid person is the cleaner. She 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> <p>It is important people know they can raise concerns.</p>
<p>c. Car Park/paths/patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow</p>	<p>Mark out with tape 2 metre waiting areas outside all potential entrances to encourage care when queueing to enter. Cleaner asked to</p>	<p>Tape markings in place at entrance to hall and meeting room. Transitory lapses in social distancing in outside areas are less</p>

FINAL TRENT MEMORIAL HALL - COVID-19 RISK ASSESSMENT

	social distancing. People drop tissues.	check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear disposable or plastic gloves and remove.	risky. The main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide disposable or plastic gloves.
d. Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is that social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify “pinch points” and busy areas. Mark out 2 metre spacing in entrance area. Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.	One-way system marked out. 5 hand sanitiser dispensers filled and installed; being checked frequently. Additional bins being provided, in entrance hall, main hall, kitchen, meeting room and toilets. Empty regularly.
e. Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Window curtains. Commemorative photos, displays. Social distancing to be observed.	Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hirers before use. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Special Conditions of Hire emphasise cleaning regime. Difficult to remove window curtains which are more difficult to clean. Hirers encouraged to have one person only drawing and opening curtains, using disposable gloves. Hall will provide hand sanitiser.
f. Upholstered seating	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.	Discourage use of upholstered chairs; use plastic ones instead. Ask those moving upholstered chairs to wear disposable gloves.	Use of upholstered chairs discouraged in Special Conditions of Hire.

FINAL TRENT MEMORIAL HALL - COVID-19 RISK ASSESSMENT

<p>g. Small meeting room</p>	<p>Social distancing more difficult in smaller areas Door and window handles. Light switches Tables, chair backs and arms.</p>	<p>Recommend hirers hire main hall and avoid use of smaller meeting room. Surfaces and equipment to be cleaned by hirers before use.</p>	<p>Hall and meeting room cannot be hired by separate groups at same time. Meeting room can be used by a group hiring main hall, provided light switches, etc, are cleaned after use.</p>
<p>h. Kitchen</p>	<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. Cooker/Microwave.</p>	<p>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. Hirers to be encouraged to bring their own food and drink for the time being and to wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels and tablecloths. Hand sanitiser, soap and paper towels to be provided by Hall.</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> <p>Hall tablecloths and tea towels to be placed in locked store cupboard.</p>
<p>i. Store cupboards (cleaner etc)</p>	<p>Social distancing not possible. Door handles, light switch.</p>	<p>Public access unlikely to be required. Cleaner/Hall Committee to decide frequency of cleaning.</p>	<p>Currently, cleaning is 2 hours weekly (Tuesday or Wednesday).</p>
<p>j. Storage Rooms (furniture/equipment)</p>	<p>Social distancing more difficult. Door handles in use. Equipment needing to be moved not normally in use.</p>	<p>Hirer to clean any equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>In light of experience, consider whether re-arrangement of storage, eg tables and chairs in hall, will facilitate social distancing</p>
<p>k. Indoor toilets</p>	<p>Social distancing difficult. Surfaces in frequent use = door</p>	<p>Hirer to limit numbers accessing toilets at one time,</p>	<p>Ensure soap and toilet paper are regularly</p>

FINAL TRENT MEMORIAL HALL - COVID-19 RISK ASSESSMENT

	handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	with attention to more vulnerable users. Hirer to clean all surfaces, etc, before public arrive unless pre-cleaned. Consider posters to encourage hand washing.	replenished, and hirer knows where to access for re-stocking if needed Some cubicles, urinals and washbasins marked as "out of use". Hand washing posters in all toilets.
I. Events	Handling cash and tickets. Too many people arrive.	Organisers arrange online systems and cashless payments as far as possible. For events, eg coffee mornings and drinks parties, numbers to be limited, booked in advance, gap between household groups. Cash payments/donations to be handled by one individual wearing disposable gloves and face covering.	Booking system to be used for Hall events. PayPal card reader to take card payments. Visitors encouraged to use this or bring correct money - them to take change if needed.

TRENT MEMORIAL HALL MANAGEMENT COMMITTEE

August 2020