



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>Surfaces infected by people carrying the virus. Rubbish containing tissues and cleaning cloths infected with virus. Someone falls ill with CV-19 on the premises.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Bookings Secretary and cleaners provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Cleaners/volunteers advised to wash outer clothes after cleaning duties. Cleaners/volunteers given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</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>Staff in the vulnerable category are advised not to attend work 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. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</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> <p>It is important people know they can raise concerns.</p>



Hirers and their guests/invitees	Social distancing not observed.	Accept bookings only from regular hirers who have carried out their own risk assessment submitted to the Bookings Secretary, and agreed to observe Covid Safe Practice. No party bookings.	Terms of hire to be varied to include agreement to observe Covid Safe Practice.
Path, steps and other exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	Mark out 2 metre waiting area outside all main entrances with tape to encourage care when queueing to enter. Staff/volunteers asked to check area outside doors for rubbish which might be contaminated, e.g. tissues to wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky; the main risk is likely to be where people congregate inside or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance lobby/corridor and stairs to John Summers Gill Room	Possible "pinch points" and busy areas where risk is social distancing is not observed. Door handles, light switches in frequent use.	Provide signage to observe social distancing. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided in the lobby and JSG Room	Hand sanitiser needs to be checked regularly. Provide bin in entrance lobby. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and chair trolleys, blinds cords; lectern, flipchart, IT box remote and cables. Screen. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and after use, as well as by the Centre cleaners. Social distancing guidance to be observed by hirers in arranging their activities.	Provide hand sanitiser in the main hall. Cleaning materials to be made available in clearly identified location, regularly checked and re-stocked as necessary.



		Hirers to be encouraged to wash hands regularly.	
John Summers Gill Room and Art Room	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs. Floors with carpet less easily cleaned.	Door handles, light switches, chair armrests, other surfaces and equipment to be cleaned by hirers before and after use, as well as by Centre cleaners.	Cleaning materials to be made available in clearly identified location. Consider closing or only hiring when main hall is in use. May provide a "kettle point" to avoid two groups using the same kitchen.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridges. Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Kitchen to be closed until further notice. Hirers to bring their own food and drink for the time being. Once opened to hirers, hirers will be 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, and clean surfaces uses before leaving. Hirers to bring own tea towels. Soap and paper towels to be provided	Once opened to hirers, 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.
Storage Room	Social distancing difficult Door handles, light switches, tables, chairs, trolleys and other equipment.	Only one person to enter the room at a time. Door handles, light switches, tables, chairs, trolleys and other equipment	Sign on door limiting entry to one person and requirement for all furniture and equipment used to be cleaned by hirers before use and after use.



		used to be cleaned by hirers before use and after use.	
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 invitees arrive unless Centre cleaners have precleaned.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Consider engaged/vacant signage and posters to encourage 20 second hand washing.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely.	

ADDITIONAL EQUIPMENT PROVISION

Wall-mounted hand sanitisers in entrance lobby, main hall, kitchen and JSG Room.
Anti-bacterial surface cleanser and J-cloths in kitchen, main hall and JSG Room.
Toilet seat lids to be fitted.

SIGNAGE & NOTICES

1) Entrance Lobby & Main Hall:

- a. If you have, or think you may have, any of the symptoms of Covid 19 please Do Not Enter the building
- b. All hall users are asked to use hand sanitiser on entering and leaving the building.
- c. Social Distancing must be observed at all times.
- d. Please try to minimise touching of any surfaces and do not enter any rooms where this is not essential.
- e. Please use toilets only when absolutely necessary.
- f. Organisers are asked to use surface cleaner on all surfaces, furniture and equipment which anyone may have touched before leaving.

ACTION BY HIRERS



Hirers will be expected to ensure Covid 19 safe practice by:

1. Advising their hall users in advance that they are expected to:
 - a. Avoid entering the Centre if they have or think they may have symptoms of Covid 19.
 - b. Where possible avoid using toilets and any other rooms other than the hall or room booked.
 - c. Minimise surface contact – try not to touch anything you didn't bring with you!!
 - d. Maintain social distancing at all times.
2. Open main front door and hall entrance doors and use wedges to keep them open before the session starts to minimise touch contact.
3. Ensure that people use hand sanitiser on entering and leaving the building.
4. Ensure that sessions are conducted in accordance with government regulations on social distancing.
5. Keep a list of names and contact numbers of everyone attending each session to facilitate tracing if required.

At the end of the session when locking up use the surface cleaner on all surfaces, furniture and equipment which may have been touched.