

Risk Assessment – Gairloch Community Hall re-opening after Covid 19

11/07/2020

To be used by Staff, Volunteers and as part of Special Conditions of Hire.

Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document should be updated regularly.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert any notes.
Staff, contractors, users and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood that staff could be exposed	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. Occasional Maintenance workers.	Stay at home guidance if unwell at every entrance. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors & hirers provide their own. Staff given PHS guidance and PPE for use in the event deep cleaning is required.	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.
Contractors, users and volunteers– think about who could be at risk and likelihood that staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70. Volunteers carrying out caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.	Discuss situation with vulnerable staff/volunteers or those over 70 to identify whether provision of protective clothing and the cleansing of 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.	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. User groups to keep list of attendees & their postal addresses for Track & Trace It is important people know they can raise concerns.
Car park/paths/exterior areas	Social distancing is not observed if people congregate before entering premises. One way system. Parking area is too congested to allow social distancing. People drop tissues.	Notice at all entrances to remind to adhere to social distancing Cleaner to dispose of litter outside entrances for using a litter picker, wearing plastic gloves and remove when finished. Tape one way system on entrance steps	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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.

<p>Entrance hall/lobby/corridors</p> <p>Celt Room Entrance, corridor between main hall and Annexe & Annex entrance pathways</p>	<p>Possible "pinch points" and busy areas where risk if 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. Social distancing reminder notices at all entrance areas. Create one-way system and provide advance information to users and signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall.</p>	<p>One-way system to be clearly identified.</p> <p>Hand sanitiser needs to be checked daily.</p> <p>Users to dispose of their own rubbish either in the wheelie bins outside as they leave or to take it home to dispose of.</p> <p>Smaller bins to be considered.</p>
<p>Main Hall & Small Hall (Annexe)</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>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.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities in accordance to the guidelines of their own activity.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Provide disinfectant cleaner & cloths.</p> <p>Hand Wash reminder notices</p>
<p>Upholstered seating</p>	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric.</p> <p>Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Avoid touching the upholstered part unless wearing plastic gloves. Clean metal/plastic parts regularly touched.</p> <p>Ask those moving them to wear plastic gloves.</p>	<p>Note to hirers about chairs</p> <p>Provide plastic gloves</p>
<p>Small meeting rooms and offices</p> <p>Celt Room</p> <p>Loft room when ready</p>	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles Light switches</p> <p>Tables, chair backs and arms.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms.</p> <p>Surfaces and equipment to be cleaned by hirers before use.</p>	<p>Consider closing, only hiring when main hall or small hall is not in use or as possible overflow for activities when more attend than expected.</p>

<p>Main Kitchen</p> <p>Small kitchen to be closed</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</p> <p>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, wash, dry and stow crockery and cutlery after use. Face masks and gloves to be worn by those preparing refreshments Hirers to bring own tea towels. Soap and paper towels to be provided</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. Consider closing kitchen if not required or restricting access. Hirers MUST let the caretaker know that they intend to use the kitchen even if just to make tea.</p>
<p>Store cupboards (cleaner etc)</p>	<p>Social distancing not possible Door handles, light switch</p>	<p>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p>	
<p>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 equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Provide disinfectant/plastic gloves for hirers to use</p>
<p>Indoor Toilets</p> <p>Separate risk assessment has been completed and action put into place for main toilet facility.</p> <p>Small annexe toilet – close – notice needed</p>		<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p>
<p>Boiler Room</p>	<p>Door handle, light switch Social distancing not possible</p>	<p>Public access unlikely. Cleaner to decide frequency of cleaning.</p>	

Stage	<p>Curtains – works with string control</p> <p>Social distancing</p> <p>Lighting and sound controls</p>	<p>Hirers have no need to touch the fabric as they are string controlled. Access to the string in on stage but leave the curtains open for access.</p> <p>Hirer to control access and clean as required.</p>	
EVC	<p>Switches/buttons, nozzles</p> <p>Out doors but touch point.</p>	<p>Notice reminding users to either wash their hands in hot soapy water in the public toilets or to use sanitiser.</p>	
Events	<p>Handling cash and tickets</p> <p>Too many people arrive</p>	<p>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.</p> <p>Cash payments/donations to be handled by one individual wearing gloves.</p>	<p>Keep up to date and follow national guidance.</p>
<p>Sub let premises</p> <p>Shop</p> <p>Vets</p> <p>OT</p> <p>Den</p> <p>GDT</p>	<p>All have own entrances</p> <p>GDT has a door into the main kitchen.</p>	<p>Must work to current COVID Guidelines.</p> <p>Need to follow their own industry protocol codes.</p> <p>Notice on GDT entrance door to main kitchen.</p>	
<p>recommended numbers for rooms to comply with social distancing</p> <p>Main Hall - 40</p> <p>Annexe - 12</p> <p>Celt room - 6</p> <p>Loft room - 6</p>			