

## COVID-19 Risk Assessment for re-opening Bridestowe Village – June 2020

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.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Further Actions following review of the Hall
<p><b>Contractors and volunteers –</b> Identify what work activity or situations might cause transmission of the virus and likelihood of contractors or volunteer could be exposed</p>	<p>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.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Volunteers (and cleaner) advised to wash outer clothes after cleaning duties. Cleaner given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Provide guidance to Volunteers 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. Provide check list for individuals carrying out cleaning duties. Names and contact details need to be kept by person running the session in case of infection concerns caused by class member or a previous group member.</p>

<p><b>Contractors and volunteers</b>– think about who could be at risk and likelihood volunteers could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70. Volunteers carrying out cleaning, caretaking or some internal maintenance tasks</p>	<p>Trustees/Volunteers in the vulnerable category are advised not to attend work for the time being.</p>	<p>Volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. An infected person may not become immediately apparent</p>
	<p>could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Talk with contractors, trustees and volunteers regularly to see if arrangements are working.</p>	<p>and it can take up to four days before a test result is available.</p> <p>It is important that people know how they can raise concerns. A contact phone number and named individual will be provided to the Hirer so that they know who to notify should a member of their group test positive for Covid 19.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>Make it clear to Contractors and Hirers that they are responsible for adhering to Government guidelines on Covid 19.</p> <p>It is important people know</p>

Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queuing to enter. Decided that this was not necessary given the numbers involved and all the guidance and notices that are provided.	Signage advising maintaining distancing will be displayed. 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.
		Volunteer/Trustee to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Provide plastic gloves to Volunteers/Trustees. Hirers will be required to remove all litter on departure and this will be made clear to them in the hiring paperwork. Hirers will be responsible for providing their own PPE.

Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Main entrance has double doors as does the main hall – so possible for people to keep apart. Have not marked the external path to/from the car park as very wide social distancing possible. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall at main entrance.	Hand sanitiser needs to be checked daily or less often if Hall not been used at all on a particular day. Hirers asked to bring their own hand sanitiser. Provide more bins, in entrance hall, each meeting room. Empty regularly. Signage will instruct users and it will be their responsibility to clean the area of the hall that they have used and ensure bins are empty both before and after use.
Main Hall	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	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use. Social distancing guidance to be observed by hirers in arranging their activities.	Put all the cushioned chairs away and use the wipeable plastic ones instead. Avoid anyone else touching them unless wearing plastic gloves. Remove window and stage curtains and any other items which are more difficult to
	Commemorative photos, displays. Social distancing to be observed	Hirers and all hall users to be encouraged to wash hands regularly.	and likely to be touched by the public. Provide hand sanitiser in line with guidelines.

Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas          Door and window handles          Light switches          Tables and chairs</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Will only hire main hall for the time being and avoid use of Margaret Moore Suite (MMS) and Small Meeting Room (SMR). Surfaces and equipment to be cleaned by hirers before use. Rooms with carpeted floors not hired for keep fit type classes – only a consideration if MMS or SMR hired.</p>	<p>Consider closing the SMR and MMS only hiring when main hall is not in use or as possible overflow for activities to allow more to attend the same event. Only one group to use the building at a time and will be advised they are not allowed to go into any other rooms/lavatories. Time passing will 'kill' the virus – different times for different materials but anything from 2 hours to a few days.</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          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. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided in the</p>	<p>Make it clear to hirers that they should not use the kitchen if not required and that access will be restricted. <b>Lock the cupboards or where this is not possible empty them of all unneeded equipment and store in gallery.</b></p> <p><b>Only leave enough crockery/cutlery for 30 people.</b></p>

		kitchen and hirers will be asked to provide their own cleaning materials. Encourage hirers to bring their own Food and Drink for the time being.	Kitchen only to be used by prior agreement and signage to this effect. Hirers will be asked to provide their own cleaning materials. Trustees and volunteers will be able to use cleaning materials a supply of which will be kept under the kitchen sink with further supplies in the locked cleaning cupboard.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required.	Keep cleaning cupboard and electric cupboard locked
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decision taken that the hirer will be asked to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Hirer to clean equipment required before and after use. Hirer will be asked to ensure that all areas of use and equipment (hoover/mop and bucket) are wiped down with the appropriate solution before 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. (disabled toilet only being used in July/ August and then review).	Ensure soap, paper towels, and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Sign on Door – One User at a time – only needed when the main toilets are opened again. Only Treetops using the ladies
			and they have taken responsibility for cleaning. Only allow disabled toilet to be used at the moment
Boiler Room	Door handle, light switch Social distancing not possible		Keep locked at all times
Stage	Curtains Social distancing		Remove as many curtains as possible. Only provide enough chairs and tables for the maximum amount of people allowed in each room e.g. c. 30 people in Main Hall, 6 people in Margaret Moore Suite and 4 people in Small Meeting Room. This will aid social