

DRAYCOTT MEMORIAL HALL
RISK ASSESSMENT FOR THE RE-OPENING OF THE HALL AFTER COVID 19
AUGUST 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes.
<p>Staff, contractors and volunteers – Work activity or situations that might cause transmission of the virus and the likelihood staff or volunteers could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Occasional Maintenance workers.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>Stay at home, if unwell - follow instructions at entrance.</p> <p>Staff and volunteers are provided with protective overalls and plastic or rubber gloves and appropriate cleaning materials.</p> <p>If contractors are used, they are to provide their own PPE and wash it.</p> <p>Staff and 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>	<p>Staff/volunteers will be given guidance as to cleaning required. 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 – Who could be at risk and the likelihood that staff or volunteers could be exposed.</p>	<p>Staff or volunteers who are either extremely vulnerable or over 70.</p> <p>Staff, contractors 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</p>	<p>Staff and volunteers in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff and 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</p>	<p>Staff and volunteers and hall users will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>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>

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	the new situation.	volunteers regularly to see if arrangements are working.	
Car Park and exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues and rubbish.</p>	<p>Mark out with tape a 2 metre queuing area outside the entrance area 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 and place in appropriate receptacle.</p> <p>Wear plastic gloves and remove.</p>	<p>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.</p> <p>Provide plastic gloves.</p>
Entrance hall and corridor to toilet	<p>Possible "pinch points" and busy areas where the risk is that 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. Mark out 2 metre spacing in entrance area and corridor. Require users to use the one-way systems in place and provide appropriate signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser station to be provided by hall entrance</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Face coverings to be worn on entry to hall</p> <p>Provide bins, in entrance hall, each meeting room. Empty regularly.</p> <p>Advise hirers that lights in corridor operate automatically therefore switches do not need to be touched.</p>

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<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtains or blinds</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 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>Window curtains will be removed to a separate area as they are more difficult to clean</p> <p>Stage curtains will be taped off to avoid contact</p> <p>Provide hand sanitiser and cleaning materials.</p>
<p>Upholstered seating</p>	<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, i.e. more frequently.</p>	<p>Clean metal/plastic parts regularly touched.</p> <p>Chairs will be rotated for users and then isolated for 72 hours before use again.</p> <p>Ask those moving them to wear plastic gloves.</p>	<p>If upholstery is left unused for a period then the virus will die.</p> <p>The science about the likely timescale for soft surfaces to become safe needs to be watched carefully</p>

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Corrick Room	Social distancing more difficult in smaller areas. Pinch points in corridor to room makes social distance difficult. Door and window handles Light switches Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger room and avoid use of small rooms. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared facilities etc. Provide hand sanitiser and towels for use.	Room will not be open to the public and instead will be used as an isolation area, if a visitor displays Covid 19 symptoms. Room will be used for storage of chairs for 72 hours after use.
Kitchen	Social distancing more difficult Door and window handles Light switches, Working surfaces, sinks, Cupboard/drawer handles. Fridge/freezer, dishwasher Crockery/cutlery Kettle /hot water boiler Cooker/Microwave	Hirers are asked to control numbers using kitchen 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.	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access. Until further notice – kitchen will be closed to all users of the hall.
Cleaner's cupboards	Social distancing not possible Door handles, light switch	Public access not allowed. Cleaner to decide frequency of cleaning.	

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<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 and after use. Hirer to control accessing and stowing equipment to encourage social distancing. Provide hand sanitiser in storage area</p>	<p>Tables and chairs on racks to be put out for hirers each day and removed to isolation area after end of day. Stored for 72 hours before re-use. Ensure hand sanitiser, cleaning materials and towels are regularly checked and replaced if necessary.</p>
<p>Toilets</p>	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. Hot air hand driers</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc. before group arrive unless staff have pre-cleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing and use of hand sanitiser. Use of hand driers is allowed</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>
<p>Boiler Room</p>	<p>Door handle, light switch Social distancing not possible</p>	<p>Public access prohibited, access for authorised personnel only</p>	
<p>Stage</p>	<p>Curtains Social distancing Lighting and sound controls</p>	<p>Curtains to be taped off to avoid touching by users. Hirer to control access and clean as required.</p>	<p>Access to stage will be forbidden until further notice.</p>

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<p>Events</p>	<p>Handling cash and tickets</p>	<p>Organisers must arrange online systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual wearing gloves.</p>	
	<p>Too many people arrive</p>	<p>For performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Hirers to be informed maximum number allowed in building at any one time to be 30 people.</p>	