

Platt War Memorial Hall Covid-19 Risk Assessment August 2020

| Area or People at Risk | Risk Identified | Mitigation Actions | Date Completed and any Notes |
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| <p>STAFF, CONTRACTORS AND VOLUNTEERS</p> <p>Identify what work activities or situations might cause transmission of Virus and likelihood staff/volunteers could be exposed.</p> | <p>Cleaning surfaces infected by people who may carry the virus. Disposing of rubbish containing tissues and cleaning clothes. Deep cleaning premises if someone falls ill with Covid-19 on the premises, occasional maintenance workers.</p> | <p>Stay at home guidance if unwell. Staff and volunteers provided with Protective overalls and gloves contractors to supply their own. Staff volunteers advised to wash their clothing after cleaning duties Staff given PPE for use in the event of a deep clean required</p> | <p>Staff / Volunteers will need guidance as to cleaning, for example cloths /wipes should be used on light switches and on electrical equipment rather than spray disinfectant's, some surfaces can be damaged by spray disinfectant if use too often</p> |
| <p>STAFF, CONTRACTORS AND VOLUNTEERS</p> <p>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 other maintenance tasks could be exposed if a person carrying the virus has entered the building or falls ill. Mental stress from handling the new situation</p> | <p>Staff and volunteers in vulnerable category are advised to stay at home for the time being Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and surface cleaning mitigates their risks or whether they should stay at home. Talk to Staff/volunteers/trustees regularly to see if arrangements are working.</p> | <p>Staff and volunteers will need to be warned if someone is tested positive with Covid-19 who has been on the premises Details of a person's medical condition must be kept confidential, unless the person agrees it can be shared It is important people know they can raise concerns</p> |
| <p>ALL HALL USERS</p> | <p>Unidentified people in the hall.</p> <p>Participant in an activity develops Covid-19 symptoms while at the hall.</p> <p>Participant in an activity develops Covid-19 within 21 days of attendance.</p> | <p>Hall to keep a record of all hirer contact details. Hirers to keep record of all participant contact details. Records to be kept for a minimum of 21 days.</p> <p>Person must leave immediately and be tested for Covid-19. If needing to await transport the person must wait in the isolation area. Hall management to be informed by the hirer. All possibly contaminated areas to be cleaned as soon as possible.</p> <p>Hall management to be informed. Hirer to provide details of all possible contacts. Full deep clean of premises if this has not already occurred in the interim period.</p> | <p>No casual visitors allowed inside the premises.</p> <p>The ladies toilets to be designated an isolation area with ladies using the disabled toilet when required. See also Hirer Risk Assessment.</p> <p>See also Hirer Risk Assessment.</p> |

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| ALL INTERNAL AREAS | Contamination by users before they are aware of an infection. | Daily clean of areas dependant on actual usage. Weekly full deep clean of all areas. | Cleaning schedule to be displayed in the foyer. |
| Entrance Foyer | Possible pinch point where 2m social distancing may not be observed. Door handles, light switches, access control & alarm panels in frequent use. | Provide signage on entrance door and inside foyer with maximum limit of three people in foyer. Door handles and light switches to be cleaned daily. Provide suitable cleaning products and hand sanitiser. | Hand Sanitisers, and cleaning products need checking daily. Provide bin in entrance hallway and each meeting room if necessary, empty daily. |
| Large Hall | Possibility of overcrowding making social distancing difficult. Door handles and light switches used by multiple people. | Limit attendance at any time to 30 for sedentary activities and limit of 15 for highly physical activities. If 2m distancing not possible face coverings to be worn. Doors from foyer to hall to be wedged open by hirer on first entry if convenient for specific activity. Door handles and light switches to be cleaned by hirer at beginning and end of hire. | |
| Small Hall | Possibility of overcrowding making social distancing difficult. Door handles and light switches used by multiple people. | Limit attendance at any time to 10 people. If 2m distancing not possible face coverings to be worn. Door from foyer to hall to be wedged open by hirer on first entry if convenient for specific activity. Door handles and light switches to be cleaned by hirer at beginning and end of hire. | |
| Kitchen | Difficult to maintain social distancing. High risk of spread of infection between hirers through use of common equipment and store cupboards. | Kitchen to be locked and not available for any hire use. | Participants at activities able to bring their own refreshments. |
| Toilets | Social distancing of 2m not possible. Frequent use of door handles and taps. | Ladies to use single disabled toilet (the normal ladies toilet being designated an isolation room) and only one person at a | |

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| | | time to use male toilet. Outer door of male toilet to be wedged open by hirer on arrival. Door handles and taps to be cleaned at beginning and end of hire period. | |
| Upholstered furniture | Virus may remain on fabric of chairs. Cannot easily be cleaned between users, constant cleaning may damage fabric. | Remove upholstered seating from use and use plastic chairs in loft. | Anyone requiring cushioned seating through infirmity or for comfort allowed to bring their own cushion. |
| Soft furnishings | Window curtains cannot be cleaned between users. Operating cord of window blinds in small hall may be contaminated by use. | Curtains to be taken down. Window blind cords to be cleaned by hirer after use. | |
| Carpark/Paths/patio/exterior areas | Social distancing is not observed as people congregate before entering the premises. People drop tissues or possibly contaminated litter in external areas. | Mark out a 2m restricted area outside front entrance with tape to encourage care when entering the building. Cleaner to check outside for rubbish that may be contaminated wearing rubber gloves. | Transitory lapses in social distancing in outside areas are less risky, the main risk is where people congregate. Litter picker to be provided. |

Memorial Hall Trustees 26/08/2020