

# Great Alne & Kinwarton Memorial Hall - COVID-19 Risk Assessment

Doc B

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Cleaners</b></p> <p><b>Maintenance service providers</b></p>	<p>Touching/cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises following report of CV-19 on the premises.</p>	<p>Display 'Stay Covid Secure' guidance at entrance and in main hall.</p> <p>Provide cleaners with PPE</p> <p>Give cleaners PHE guidance</p> <p>Advise cleaners to wash outer clothes after deep cleaning.</p>	<p>Maintenance service providers expected to use own PPE.</p> <p>PPE should be bagged and secured for 72 hours before disposal</p>
<p><b>Volunteers</b></p>	<p>Volunteers helping with events who or carrying out maintenance tasks who are over 70 and/or extremely vulnerable</p> <p>Hall notified that an infected person has been to the Hall or has taken ill at the Hall</p>	<p>Discuss with volunteers whether they wish to continue to help.</p> <p>Face masks must be worn when helping at event</p> <p>Close the Hall immediately</p> <p>Arrange a deep clean asap</p>	<p>Warn volunteers and subsequent hirers immediately</p>
<p><b>External Areas</b></p>	<p>Social distancing not being observed before entering the Hall</p> <p>Contaminated litter dropped</p>	<p>Mark out (2 metre) spacing to be observed by hirers at entrance.</p> <p>Check for and remove rubbish regularly</p>	<p>Use gloves and a litter picker</p>
<p><b>Corridors</b></p>	<p>Social distancing is not being observed in a confined spaces</p> <p>Contaminated key safe and alarm keypad, door handles, light switches.</p>	<p>Mark out appropriate spacing in corridors.</p> <p>Clean key safe, alarm keypad, door handles, light switches regularly.</p>	<p>Display social distancing posters</p>

		Install wall mounted hand sanitiser at entrance	Hand sanitiser to be checked regularly for battery life and refills
<b>Main Hall</b>	Contaminated door handles, light switches, window catches, tables, plastic chairs.	Incorporate cleaning in regular cleaning schedule  Require cleaning to be undertaken by hirers before and after use.	T&C updated
	Contaminated soft furnishings	Reserve the use of cushioned chairs for those who need them by reason of infirmity	Quarantine soft chairs for a week after use
	Contaminated curtains	Advise hirers to wear gloves when closing/opening curtains	T&C updated
	Contaminated rubbish dropped or left	Provide bins in hall and empty regularly.	
	Face masks not worn	Require hirers to follow face covering guidance	T&C updated. Display face covering posters
	Social distancing not observed	Require hirers to follow social distancing guidance  Install wall mounted hand sanitisers at entrance  Hirers to be encouraged to wash hands regularly.	T&C updated. Display social distancing posters  Hand sanitisers to be checked regularly for battery life and refills  T&C updated
<b>Committee room</b>	Contaminated door handles, light switches, window catches, tables, plastic chairs.	Incorporate cleaning in regular cleaning schedule	
	Contaminated vacuum Contaminated fridge	Restrict use of committee room to cleaner and volunteers	Locks installed

<b>Kitchen</b>	<p>Social distancing not observed especially by those over 70</p> <p>Contaminated door and window handles, light switches, working surfaces, cooker controls, microwave, sink and taps, dishwasher, trolleys, fridge/freezer, kettle, hot water boiler, crockery/cutlery and glasses</p>	<p>Advise hirers to limit numbers using kitchen to 2 people</p> <p>Require hirers to clean all areas and surfaces likely to be used or touched before use, and wash, dry and stow crockery, cutlery and glasses after use.</p> <p>Provide hand sanitiser, soap and paper towels</p> <p>Hirers to bring own tea towels.</p>	<p>T&amp;C updated Display face covering poster</p> <p>T&amp;C updated</p> <p>Crockery and cutlery stored in Committee room when not required.</p> <p>T&amp;C updated</p> <p>Hall tea towels removed</p>
<b>Cleaner's cupboard</b>	Contaminated door handle, light switch, equipment	<p>Cleaner to decide frequency of cleaning.</p> <p>Restrict access to cleaner and volunteers</p>	<p>WI and Dog Club to remove equipment</p> <p>Hirers to be asked to bring their own stepladders if required.</p>
<b>Storage Room and Table Stacks</b>	Contaminated chairs and tables	<p>Reserve the use of cushioned chairs for those who need them by reason of infirmity</p> <p>Require hirers to clean tables before use.</p> <p>Require hirer to control stacking of tables and chairs to ensure social distancing.</p>	<p>Quarantine soft chairs for a week after use.</p> <p>T&amp;C updated</p> <p>T&amp;C updated</p>
<b>Cloakrooms</b>	Social distancing not observed.	Require hirer to control numbers accessing cloakrooms at one time, with attention to more vulnerable users.	<p>T&amp;C updated</p> <p>Display social distancing warning sign</p> <p>Display face covering poster</p>

	Contaminated door handles, light switches, basins, toilet handles, seats, mirrors etc.  Contaminated baby changing facility	Require hirer to clean all surfaces before starting event  Require hirer to clean before starting event	T&C updated Display posters to encourage 20+ second hand washing.
<b>Stage</b>	Social distancing not observed  Contaminated lighting and projection/ audio equipment.  Contaminated stage curtain controls	Require hirer to control access  Arrange cleaning by appropriate volunteer.  Advise hirers to wear gloves when closing/opening curtains	T&C updated   T&C updated
<b>Hall Events</b>	Contaminated cash  Social distancing not observed  Face masks not worn  Too many people arrive	Require cashier to wear gloves if handling cash  Determine maximum safe seating/attendance numbers and limit event accordingly.  Do not allow entry  Arrange booking in advance where possible.	Consider cashless payment system   Consider offering free masks
<b>NHS Track &amp; Trace</b>	Inability to identify people attending a Hall event or hiring	Record the names and phone numbers or email addresses of everyone who attends a Hall event and keep for 21 days  Require hirers to do likewise	Amend Hall Data Protection Policy  Display NHS Test & Trace QR poster  T&C updated

**NOTE**

To ensure Hirers and Visitors have confidence about using the Hall we will display a poster confirming that we comply with the Government's COVID-19 Secure Guidelines.