

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>Maintenance service providers</p> <p>Cleaners</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 after deep clean</p>
<p>Volunteers</p>	<p>Volunteers who are over 70 and/or extremely vulnerable</p> <p>Air born infection</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>Advise volunteers to wear a mask when helping at an indoor event</p> <p>Close the Hall immediately</p> <p>Notify volunteers and subsequent hirers of infection immediately</p> <p>Arrange a deep clean asap</p>	
<p>Main Hall, other rooms and corridors</p>	<p>Contaminated surfaces</p>	<p>Incorporate surface cleaning in regular cleaning schedule</p> <p>Provide wall mounted hand sanitisers at entrance and in the main hall</p> <p>Provide hand sanitiser, soap and paper towels in kitchen and cloakrooms</p>	<p>Hand sanitisers to be checked regularly for battery life and refills</p>

	<p>Contaminated plastic chairs and tables</p> <p>Contaminated cushioned chairs</p> <p>Contaminated tea towels</p> <p>Contaminated rubbish dropped or left</p> <p>Air born infection</p>	<p>Require cleaning to be undertaken by hirers after use.</p> <p>Quarantine chairs for 48 hours after use</p> <p>Require hirers to bring own tea towels.</p> <p>Provide bins in hall and require hirers to empty after hiring</p> <p>Advise hirers to follow face covering guidance</p> <p>Advise hirers to keep the Hall well ventilated.</p>	
Hall Events	<p>Contaminated cash</p> <p>Face masks not worn</p>	<p>Use cashless payment system whenever possible</p> <p>Require cashier to wear gloves if handling cash</p> <p>Display face mask notice</p>	
NHS Track & Trace	<p>Inability to identify people attending a Hall event or hiring</p>	<p>Record the names and phone numbers or email addresses of everyone who attends a Hall event and keep for 21 days</p> <p>Require hirers to do likewise</p>	<p>Display NHS Test & Trace QR poster</p>

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.