

Area or people at Risk	Risk Identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers - identify what work activity or situations might cause transmission of the virus and likelihood staff 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. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. Checklist to be produced inc cloths used on light switches and electrical appliances rather than spray disinfectants, rubberised and glazed surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors and volunteers - 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 internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation</p>	<p>Staff /volunteers in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/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. Provide screen for box office. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff/volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical conditions must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.</p>

<p>Exterior areas including paths/patio</p>	<p>Social distancing is not observed as people congregate before entering premises. People drop tissues</p>	<p>Mark out 2 metre waiting area outside entrance with tape to encourage care when queuing to enter. 2 metre spaced sticker circles on patio for further safe queuing. Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove</p>	<p>Main risk is likely to be where people congregate (patio outside front doors, back garden) or for vulnerable people. Provide gloves for litter collection.</p>
<p>Entrance hall and corridors</p>	<p>Possible "pinch points" and busy areas at risk of social distancing not being observed. Door handles, light switches in frequent use.</p>	<p>Create a one-way system (in through automatic doors, out through corridor fire escape) and provide signage. Mark out 2 metre spacing in entrance hall and corridor. Doors to be stood open and lights turned on by staff and switches/handles cleaned regularly. Hand sanitiser provided by Centre. Temperature of people entering building to be checked</p>	<p>Hand sanitiser needs to be checked between each session, provide pedal operated bins (entrance hall, main hall, office, committee room). Empty regularly. Thermometer provided for temperature checking - one person per group to operate, sanitise handle before and after use</p>

Main Hall and Stage	Frequently touched surfaces: door handles, light switches, window handles, tables, chairs, fire escape bar, blind Soft furnishings (cushions/upholstered chairs) cannot be easily cleaned Stage curtains Projection and other specialist equipment Air Flow	Need to be cleaned between each class by hirer and between each session by member of staff Remove all soft furnishings. Tie back stage curtains All remotes and stage electric switches to be cleaned before and after use with antibacterial wipes. Fire exit and windows to be opened. Passivent system overridden to be open. NO FANS (including personal).	Pedal bin provided for used tissues. Hand sanitiser to be put in hall (no touch) Provide cleaning materials for hirers to use between classes. Cleaning checklist to be provided and put on public display.
Small Meeting rooms and offices	Social distancing more difficult in smaller areas photocopier and keyboards as well as light switches, handles and chairs	Office to be used by only one person at a time. Regular cleaning of keyboards, handles, switches and photocopier. Small meeting rooms not available to hire.	ONLY MAIN HALL TO BE OPEN FOR USE
Kitchen		Access for Caretaker only	NOT AVAILABLE AT THIS TIME
Youth Room		Access for Caretaker only	Can be used as storage area with only Caretaker access. Not available at this time.
Store Cupboards/Boiler Rooms	Social distancing not possible, door handles, switches	Access for Caretaker only	

Indoor toilets	Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc	Hirer to control numbers accessing toilet at one time, Hirer to clean all surfaces between classes. Use of engaged/vacant signage and posters encouraging good handwashing	Ensure soap, paper towels, tissues and toilet paper are regularly replenished. LADIES AND GENTS TOILETS TO BE CLOSED TO AVOID "PINCH POINTS". One toilet in corridor to be in use per class - both toilets to be cleaned in between hirers. Hirers to be provided with cleaning equipment.
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