

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. Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance. 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 glued 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, care-taking 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 path 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 Entrance to studio through Centre main entrance and along corridor.</p>

Lobby Area/Entrance to studio	Possible "pinch points" and busy areas at risk of social distancing not being observed. Door handles, light switches in frequent use.	Create a one-way system (in through lobby area, out through 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 tutor and switches/handles cleaned regularly.	Provide pedal operated bins Cloakroom area not to be used except for access to toilet and studio
Toilet/Washbasin	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. Hirers to be provided with cleaning equipment.
Studio	Frequently touched surfaces: door handles, light switches, window handles, shelf, chairs, fire escape bar, blinds, dance bar Air Flow Exercise/socially distanced spaces to be marked out.	Need to be cleaned between each class by hirer and between each session by member of staff Blinds to be kept open. Fire exit and windows to be opened. NO FANS (including personal) Square spaces to be marked out with rubber dots on corners.	Pedal bin provided for used tissues. Hand sanitiser available (no touch) Provide cleaning materials for hirers to use between classes. Cleaning checklist to be provided and put on public display.