

Area or people at Risk	Risk Identified	Actions to take to mitigate risk	Notes
<p><b>Staff, contractors and volunteers</b> - 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.  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.  Following PHE guidance and PPE if 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><b>Staff, contractors and volunteers</b> - 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 path for further safe queuing.</p> <p>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. Transitory lapses in social distancing outside is less risky.</p> <p>Ordinary litter collection arrangements can remain in place. Provide gloves.</p>
<p>Social distancing requirements and limit on group sizes of 6 or 2 households. Risk to hirers/event organisers and to those attending</p>	<p>Confusion among hirers Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users. Risk of virus spread to all attending an activity or event rather than one group of &lt; 6</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups ) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.</p> <p>Ensure hirers understand the limit on group sizes (if people attend in groups ) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements. But no group members should mingle, ie mix, with another group.</p> <p>Polite socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
<p>Use of PPE</p>	<p>All users are required to wear Facemasks except when eating/drinking or during exercise.</p>	<p>Facemasks to be worn on entering the building and if attending an exercise class until they are in their individual socially distanced areas. If moving from spot must replace facemasks.</p>	<p>Children aged 10 and under (as of 31 August 2020) are exempt from the facemask regulation.</p>

Lobby Area/Entrance to studio	Possible "pinch points" and busy areas at risk of social distancing not being observed in a confined area.  Door handles, light switches in frequent use.	Create a one-way system (in through lobby area, out through fire escape) and provide signage. Children to be dropped off at external gate to avoid two way traffic of parents.  Doors to be stood open and lights turned on by tutor or caretaker and switches/handles cleaned regularly.	Provide touch free hand sanitiser - check regularly. Provide pedal operated bins Cloakroom area not to be used except for access to toilet and studio  Signage to be put in place: drop off point, 2m distancing, NHS QR code for registration on gate.
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. Signage to be put in place: handwashing and catch it bin it.
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. Hirers to make sure numbers do not exceed social distancing capacity: 2msq or 3msq for over 18s exercise/fitness classes.

Reviewed 12 April 2021