

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 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, 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.</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. Provide gloves for litter collection.</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 < 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>

<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>
<p>Main Hall and Stage</p>	<p>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</p>	<p>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. Passivent system overridden to be open. NO FANS (including personal). Social distancing spaces to be marked out by staff.</p>	<p>Pedal bin provided for used tissues. Hand sanitiser to be put in hall (no touch) Provide cleaning materials for hirers to use between classes. Signage re Passivent to be put in place</p>

Small Meeting rooms and offices	Social distancing more difficult in smaller areas photocopier and keyboards as well as light switches, handles and chairs	Clean light switches, handles, chairs, keyboards and photocopier buttons regularly. Office staff to clean after use.	Antibacterial wipes to be provided in office for cleaning keyboards etc.
Kitchen		Access for Caretaker only	NOT AVAILABLE AT THIS TIME
Youth Room	Frequently touched surfaces: door handles, light switches, window handles, tables, chairs, fire escape bar, blind Soft furnishings (cushions/upholstered chairs) cannot be easily cleaned Air Flow	Frequently touched surfaces to be cleaned between each class by hirer and between each session by member of staff Upholstered sofa to be covered with a wipe clean dust cover and not available for general use. Fire exit and windows to opened. NO FANS (including personal). Social distancing spaces to be marked out by staff.	Pedal bin provided for used tissues. Hand sanitiser to be put in room (no touch) Provide cleaning materials for hirers to use between classes. Maximum of 10 users (9 + Tutor)
Cafe	Frequently touched surfaces: door handles, light switches, window handles, tables, chairs, fire escape bar, blind Soft furnishings (cushions/upholstered chairs) cannot be easily cleaned Cafe/Bar specific items Computers for public use Air Flow	Frequently touched surfaces to be cleaned at start and end of shift. Wipe clean chairs. Chairs and tables wiped after each use. Antibac wipes placed by computers for cleaning keyboard, mouse and power buttons. Fire exit and windows to opened. NO FANS (including personal).	Socially distanced tables - Committee Room divider opened for added space.

<p>Preparing and serving Drinks and Food</p>	<p>Multiple people touching crockery and cutlery Preparation of food and drink Payments</p>	<p>Food must be wrapped in individual portions. Hands cleaned regularly and gloves worn by all volunteers. Server to only touch tray and not crockery or cutlery. Customer to remove their own items from the tray. If cash given and change needed, gloves to be removed and hands cleaned after touching coins/notes. Card machine to be cleaned inbetween users</p>	<p>Separate QR Code for Cafe. Provide suitable cleaning wipes for card machine, antibac spray and paper towel provided for tables and trays, Volunteers to be provided with gloves and visors. Table service in operation.</p>
<p>Store Cupboards/Boiler Rooms</p>	<p>Social distancing not possible, door handles, switches</p>	<p>Access for Caretaker only</p>	
<p>Indoor toilets</p>	<p>Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc</p>	<p>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</p>	<p>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.</p>