

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers	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. Each class following different Governing bodies	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. PHE guidance and PPE will be available for use in the event that deep cleaning is required. Each class to complete own risk assessment and give to facilities manager before restarting classes	Each class leader to be given guidance as to cleaning. For example, cloths should be 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. Cleaning products stored safely but readily available. COSHH file available in cleaning cupboard. Covid 19 First Aid box in First Aid cupboard Sick bay created and labelled for emergency use if waiting for an ambulance
Staff, contractors and volunteers–	Staff/volunteers/class users who are either extremely vulnerable or over 70. Staff/volunteers/users 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.	Staff in the vulnerable category are advised not to attend work for the time being. Facilities managers can continue to work from home with 'drop ins' to the Centre. Talk at Committee meetings to see if arrangements are working. Classes to keep record of users for track and trace purposes Over 70s or vulnerable to be aware of risks if cleaning after their class. Encourage others to take their place.	Staff and 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 condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues and disposable masks.	Label (2m distancing) and monitor entrances outside to encourage care when queueing to enter. Cleaner and Facilities Managers to check area outside doors for rubbish which might be	Transitory lapses in social distancing in outside areas for vulnerable people to be monitored Ordinary litter collection arrangements can remain in place. Plastic gloves available if needed.

		contaminated, e.g. tissues. Wear plastic gloves and remove.	
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	"pinch points" and busy areas in hallway and entrance to be monitored and labelled 2m. One-way system created and signage up. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. Provide bins and spare bin bags in cleaning cupboard. Each class to empty Hall bin.
Main Hall	Door handles, light switches, window catches, tables, chair backs. Social distancing to be observed using rubber spots	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by each hirer after use and by hall cleaning staff daily. Cushioned chairs removed Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly or use hand sanitiser	Cushioned chairs removed. Provide hand sanitiser.
Small meeting rooms and offices PHASE 2	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms Surfaces and equipment to be cleaned by hirers after use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared laptop, printer and phone	
Kitchen CAFÉ STAFF ONLY	1 MEMBER OF STAFF (if there is also a volunteer, follow social distancing procedures) Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles.	Tea towel washed daily Hand sanitiser, soap and paper towels to be provided	Cleaning materials to be made available in cleaning cupboard

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	Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave		
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Cleaning cupboard should only be accessed by 1 person at a time	
Storage Rooms (furniture/equipment) STAFF ONLY UNLESS OTHERWISE AGREED	Social distancing Door handles in use. Equipment moved by staff	All equipment to be cleaned after use by hirer and put away safely. Follow social distancing rules	
Toilets	Disabled toilet access only. All other toilets locked. Social distancing Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time and clean at end of session. Cleaning staff to clean daily Poster up to encourage hand washing	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Plant Room STAFF ONLY	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Bookings	Cash handling	BACs and Paypal Only	
Other	T&C's	All users to be given a copy of Covid 19 T&C's via Hallmaster bookings or email Copy of Covid19 T&C's up in Venue and Website	