HARROLD CENTRE COVID RISK ASSESSMENT- APRIL 21

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| Area or people at risk | Risk Identified | Actions to take to mitigate risk | Insert Date completed and any notes |
| **Staff (caretaker), contractors, volunteers, hiring organisation leaders (HOL)** – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed | 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. | Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors/HOLs provide their own. Staff/volunteers /HOLs advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. | Staff/volunteers may need 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. How to disinfect soft furnishings |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers (inc committee members) could be exposed. | 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. | Staff 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 a screen for bar/kitchen hatches or table service only.  Talk with staff, trustees and volunteers regularly to see if arrangements are working. | 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/ exterior areas | Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues and PPE.  Rubbish round bottle bank | Signage re social distancing on window. Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. | Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate eg pick up time for dance classes or for vulnerable people.  Ordinary litter collection arrangements can remain in place. Provide plastic gloves. |
| Tennis Club | Not following LTA covid guidelines | Request copy of their covid assessment | Tennis club are not accessing Harrold Centre |
| 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.  All pinch points are fire doors and can’t be left open.  Commemorative photos, displays. | “pinch points” are at entrance to toilet corridor, doors into the main hall and between atrium and lobby. The entrance lobby is the busiest areas.  Remove furniture / displays in lobby to allow 2 way traffic to toilets.  Decommission coat pegs  Consider marking out 2 metre spacing in entrance area or signage throughout re 2m social distancing.  Create one way system through building and provide signage.  Door handles and light switches to be cleaned regularly.  Hand sanitiser to be provided on entering and exiting Centre | Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly |
| Main hall (and stage) | Door handles, light switches, window catches, tables, chair backs and arms.  Soft furnishings which cannot be readily cleaned between use. Sound equipment. Screen.  Window blinds  Social distancing to be observed | Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. | Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.  Instructions for hirers |
| Upholstered seating | Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently | Avoid anyone touching chairs unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs-leave ‘used’ chairs out for 72h if possible.  Consider purchase of 30 folding cleanable chairs |  |
| atrium | As for hall  Furniture from lobby | Clean chairs and tables after use.  Ventilate room after use |  |
| Small meeting rooms | Social distancing more difficult in smaller areas Door and window handles  Light switches  Table, upholstered chairs, backs and arms. | Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces to be cleaned by MC | Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected |
| Kitchen | Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler  Cooker/Microwave | Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used after use, wash, dry and stow crockery and cutlery after use  Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided  Consider encouraging hirers to bring their own Food and Drink for the time being. | Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access. |
| Store cupboards (cleaner etc) | Social distancing not possible Door handles, light switch | Public access unlikely to be required. Cleaner to decide frequency of cleaning. |  |
| Storage Rooms (furniture/equipment) | Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use | Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing | Consider whether rearrangement or additional trolleys will facilitate social distancing. |
| Toilets | Social distancing difficult. 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, with attention to more vulnerable users. Hirer to clean all surfaces etc after use.  One in, one out policy with signage, markers for queuing in lobby.  Disabled toilet for men and first cubicle with sink for ladies.  Posters to encourage 20 second hand washing. | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.  Bin |
| Snooker room | Snooker club running under BSA covid rules | Ventilate as much as possible |  |
| Events | Handling cash and tickets Too many people arrive | Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.  Cash payments /donations to be handled by one individual wearing gloves. |  |
| Playground, Play equipment | Parish council applying covid rules |  |  |
| Tennis club | LTA covid rules |  |  |
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