

## COVID-19 RISK ASSESSMENT

PEOPLE AT RISK	RISK IDENTIFIED	ACTION TO MITIGATE RISK	NOTES
<p>Hirers, users, trustees, volunteers, contractors and visitors engaged in activity or situations that could cause transmission of the virus</p>	<p>People on the premises while infected.</p> <p>Failing to maintain social distancing or wear face coverings.</p> <p>Touching or cleaning infected surfaces.</p> <p>Disposal of waste containing infected items.</p> <p>Deep cleaning following a Covid-19 alert on the premises.</p> <p>Maintenance tasks on infected installations or equipment.</p> <p>Handling infected equipment.</p> <p>Handling cash payments.</p>	<p>Open for permitted activities involving restricted numbers for an initial period, commencing early September 2020.</p> <p>Management Committee (MC) to consider when to re-open for activities involving larger numbers in the light of experience and official guidance.</p> <p>Close for live performances and other events likely to attract large audiences until further notice.</p> <p>MC to display Covid-19 secure notice at hall, on website; hirers to issue to those attending their activities.</p> <p>MC to issue Special Conditions of Hire to be complied with by hirers, including conditions relating to:</p> <ul style="list-style-type: none"> <li>• Keeping a register of attendees</li> <li>• Hirers' risk assessments</li> <li>• Sanitising by hirers</li> </ul>	<p>See Special Conditions of Hire and Covid-19 Secure Notice</p>

		<ul style="list-style-type: none"> <li>• Capacity restrictions</li> <li>• Managing social distancing</li> <li>• Face coverings</li> <li>• Food and drink</li> <li>• Waste disposal</li> <li>• Ventilation</li> </ul> <p>Disposable gloves to be available for trustees, volunteers and hirers – contractors to provide their own as necessary.</p> <p>PPE to be used in the event of deep cleaning following a Covid-19 alert.</p> <p>Professional clean twice a week – hirers sanitisation regime before and after hire period</p> <p>Two hirings per day with a 2-hour gap.</p> <p>MC to seal off kitchen.</p> <p>MC to encourage non-cash payments.</p>	<p>Non-cash payments could include bank transfers and cheques.</p>
Who could be at additional risk?	Trustees, volunteers, hirers and users who are vulnerable or over 70.	Trustees and volunteers in the vulnerable category to be advised not to attend the hall for the time being, the position to be kept under review.	Trustees and volunteers should feel able to withdraw from active participation for the time being.

		<p>Hirers to advise the same, for the time being, as regards those vulnerable people they anticipate may wish to attend their activities.</p> <p>Trustees and volunteers over 70 but not otherwise vulnerable to wear protective clothing as necessary, including face coverings and/or gloves.</p> <p>Hirers to advise the same as regards potential attendees in that category.</p> <p>Hirers to make special provision in the event that vulnerable people attend their activities.</p> <p>Management Committee to conduct regular reviews of working arrangements for trustees, volunteers and contractors.</p>	<p>Trustees and volunteers may raise any concerns or suggestions with the Chairman of the MC at any time.</p>
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AREAS OF RISK	RISK IDENTIFIED	ACTION TO MITIGATE RISK	NOTES
External areas	<p>People waiting to enter the building.</p> <p>People entering/leaving with equipment and/or goods.</p> <p>Cramped rear yard.</p>	<p>MC to post social distancing reminders outside the front lobby and side entrance gate.</p> <p>Hirers to check on people waiting to enter and prioritise any vulnerable people.</p> <p>Hirers to manage any queues outside to achieve social distancing.</p> <p>No public access to rear yard, save by hirers to dispose of waste in the bins provided.</p>	<p>Transitory lapses in social distancing outside are less risky. The main risk is for vulnerable people.</p>
Entrance lobby	<p>People entering and leaving in close proximity.</p> <p>Door handles and door pushes used frequently.</p> <p>Wheelchair ramp being handled.</p>	<p>Hirers to manage entry and exit points to keep them clear.</p> <p>Hand sanitiser station to be installed in lobby, with signage.</p> <p>Social distancing signage to be posted in lobby.</p> <p>Hirers to sanitise door handles and pushes before use as necessary and before leaving.</p> <p>Doors to be kept open so far as practicable to minimise hand contact and improve ventilation.</p> <p>Hirers to clean wheelchair ramp after use.</p>	

		Hirers to operate a one-way system if necessary so that the front lobby is used for entry only.	
Main Hall	<p>People entering and leaving in close proximity.</p> <p>People gathering at exits.</p> <p>Door handles and door pushes and light switches in frequent use. Heater controls may be used.</p> <p>Tables and chairs being handled.</p> <p>Front surface of stage being touched or items placed there.</p>	<p>Number of attendees to be restricted by agreement with Bookings Secretary to facilitate compliance with current official guidance on social distancing.</p> <p>Hirers to manage movement of people and keep entrances/exits clear.</p> <p>Any seating to be kept well-spaced.</p> <p>Hall to be kept well-ventilated.</p> <p>Stage not to be used for any purpose.</p> <p>Hirers to sanitise door handles and pushes and light switches before use as necessary and before leaving. Also heater controls, where used. Tables and chairs to be sanitised after use.</p> <p>No food or drink to be prepared. Food and drink brought on to the premises to be for personal consumption only.</p>	

<p>Reading Room</p>	<p>People entering and leaving in close proximity.</p> <p>Difficulty social distancing.</p> <p>Customers gathering at the servery or at the bar, where located in the Reading Room.</p> <p>Door handles and pushes, light switches, and window handles in frequent use. Radiator controls may be used. Tables and chairs being handled.</p>	<p>Number of attendees to be restricted by agreement with Bookings Secretary to facilitate compliance with current official guidance on social distancing.</p> <p>Hirers to consider using the Main Hall if appropriate social distancing may be difficult.</p> <p>Room to be kept well-ventilated.</p> <p>Hirers to sanitise door handles and pushes, light switches and window handles before use as necessary and before leaving. Also radiator controls, where used. Tables and chairs to be sanitised after use.</p> <p>No food and drink to be prepared. Food and drink brought on to the premises to be for personal consumption only.</p>	
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<p>Kitchen</p>	<p>Relatively confined space.</p> <p>Food and drink preparation.</p> <p>Door and serving hatch handles, light switches, window handles, cupboard and drawer pulls, taps, fridge and dishwasher door handles, kettles, cooker and water boiler controls, soap dispenser, crockery and cutlery in use.</p>	<p>Kitchen closed for the time being.</p> <p>Soap and paper towel dispensers to be installed by the wash basin, with appropriate signage, for later use.</p>	
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Toilets	<p>Confined spaces</p> <p>Door and window handles, basins, taps and soap dispenser buttons in frequent use.</p>	<p>Entry to be limited to enable compliance with current social distancing guidance.</p> <p>“Engaged/vacant” locks to be fitted on each outer door.</p> <p>Rooms to be kept well-ventilated.</p> <p>Liquid soap dispensers to be provided with hand washing signage.</p> <p>Used paper towels to be placed in bins provided.</p> <p>Hirer to sanitise door and window handles, basins, taps and soap dispenser buttons before use as necessary and before leaving.</p>	<p>One person per suite of toilets carries least risk.</p>
Rear corridors	<p>Narrow, confined spaces.</p> <p>People queuing for toilets or to leave or enter the building or access the Main Hall, Reading Room or Kitchen.</p> <p>People gathering in the corridors.</p> <p>Main Hall, Reading Room, Kitchen, toilet, storeroom and rear entrance door handles and sanitiser dispenser buttons in frequent use. Radiator controls may be in use.</p>	<p>Hand sanitiser station to be installed by the side door, with signage.</p> <p>Social distancing reminders to be posted at each end of the corridor.</p> <p>Hirers to manage use of the corridors where the number of attendees makes that necessary.</p>	



		<p>Hirers to sanitise all door handles and sanitiser dispenser buttons before use as necessary and before leaving. Also radiator controls where used.</p> <p>Side door to be kept open so far as practicable to minimise hand contact and improve ventilation.</p> <p>One-way system to be adopted if necessary – rear corridor and side door for exit only.</p>	
Storerooms	<p>Confined spaces</p> <p>Door handles may be in frequent use.</p> <p>Furniture or equipment being handled.</p>	<p>Lock when not required.</p> <p>Hirers to control access and removal and stowing of furniture and equipment.</p> <p>A quantity of chairs and tables to be kept in the Main Hall temporarily to reduce the need to access the Storerooms.</p> <p>Hirers to sanitise Storeroom door handles before use and before leaving.</p>	<p>Chairs, tables and other equipment should be cleaned before and after use, as above.</p>

**Milverton Victoria Rooms Management Committee**

**August 2020**