

COVID-19 RISK ASSESSMENT : UPDATE 19TH JULY 2021

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>Contracting infection during 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>Management Committee (MC) to display Covid-19 secure notice at hall, on website. Hirers to remind users of its contents.</p> <p>MC to retain amended Special Conditions of Hire to be complied with by hirers, including conditions relating to:</p> <ul style="list-style-type: none"> • Hirers’ risk assessments • Agreed capacity restrictions • Exclusion of those with Covid-19 symptoms, members of their households and those feeling unwell • Hand sanitising on entry • Registration on entry • Ventilation • Reporting subsequent infections 	<p>See Covid-19 Secure Notice</p> <p>See Special Conditions of Hire</p>

		<p>But with some discretion allowed (with the agreement of the MC on a case by case basis) as regards the extent of:</p> <ul style="list-style-type: none"> • Social distancing • Wearing face coverings • Sanitising surfaces <p>depending on the circumstances.</p> <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 once a week – in addition to hirer’s sanitisation regime.</p> <p>An appropriate gap between hirings.</p> <p>MC to encourage non-cash payments.</p>	<p>Social distancing guidance remains at 2 metres or 1 metre if accompanied by other preventative measures.</p> <p>ACRE suggests that the virus has a 72 hour lifespan on surfaces so sanitisation before use may be necessary if one hiring follows another within that time.</p>
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<p>Who could be at additional risk?</p>	<p>Trustees, volunteers, hirers and users who are vulnerable or over 70.</p>	<p>Trustees and volunteers in the clinically vulnerable category to be advised not to attend the hall for the time being, the position to be kept under review.</p> <p>Hirers to advise the same, for the time being, as regards those clinically 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 clinically 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 should feel able to withdraw from active participation for the time being.</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 or where use of the yard is part of an organised activity.</p>	<p>Transitory lapses in social distancing outside are less risky.</p> <p>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 located in lobby, with signage.</p> <p>Social distancing signage 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> <p>Hirers to consider whether a one-way system is necessary so that the front lobby is used for entry only.</p>	
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>Cramped backstage area – difficulty social distancing.</p>	<p>Number of attendees to be restricted by agreement with Bookings Secretary.</p> <p>Hirers to manage movement of people and keep entrances/exits clear.</p> <p>Hirers to consider seating layout to minimise face to face contact or allow additional space.</p> <p>Hirers to consider whether face coverings should be worn and in what circumstances.</p> <p>Hall to be kept well-ventilated.</p> <p>Hirers to sanitise door handles and pushes and light switches before use as necessary and before leaving. Also heater controls, where used. Tabletops and tops of chair frames to be sanitised after use.</p> <p>Hirers to manage number of people (performers and crew) permitted on stage at any one time.</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.</p> <p>Hirers to consider seating layout to minimise face to face contact or allow additional space.</p> <p>Hirers to consider whether face coverings should be worn and in what circumstances.</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. Tabletops and tops of chair frames to be sanitised after use.</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>Hirers to consider a maximum number of people permitted in the kitchen at any one time.</p> <p>Hirers to require face coverings to be worn by those preparing and serving food or drink.</p> <p>Soap and paper towel dispensers installed by the wash basin, with appropriate signage.</p> <p>Hirers to sanitise work surfaces, kitchen appliance handles, taps, soap dispenser buttons, door handles and pushes, light switches and window handles before use as necessary and before leaving.</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>Hirers to consider whether entry should be limited.</p> <p>“Engaged/vacant” locks fitted on each outer door for use as required.</p> <p>Rooms to be kept well-ventilated.</p> <p>Liquid soap dispensers provided with hand washing signage.</p> <p>Used paper towels to be placed in bins provided.</p> <p>Hirers 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 installed by the side door, with signage.</p> <p>Social distancing reminders 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 consider whether face coverings should be worn by those using the corridors.</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>Hirers to consider whether a one-way system should be adopted – 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>Hirers to sanitise equipment returned to store.</p> <p>Hirers to sanitise Storeroom door handles before use and before leaving.</p>	<p>Chairs, tables and other equipment should be sanitised after use above.</p>

Milverton Victoria Rooms Management Committee

August 2020 – updated 19th July 2021