

## Sunnyside Community Hall COVID Risk Assessment

The potential mitigations are in three categories colour coded as follows:

Actions based on Government advice (i.e. should be considered mandatory)

Actions that are recommended

Actions worthy of consideration

Area/people at risk	Identified risk	Mitigation actions	Notes
All hall users	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p style="color: orange;">Main hirer required to ensure regular disinfecting of touch points</p> <p style="color: green;">Encourage use of protective gowns or overalls and rubber gloves. Advise to wash outer clothes after cleaning duties.</p> <p style="color: red;">Stay at home guidance if unwell at entrance and included in Terms. Hirer must inform keyholder.</p>	<p>Need to provide cleaning materials. Offer training in donning/doffing of PPE to regular users.</p> <p>Hirers &amp; volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants</p>
All hall users	<p>Those who are either extremely vulnerable or over 70.</p> <p>Those 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.</p>	<p style="color: red;">Hirers to ensure vulnerable visitors receive extra protection.</p> <p style="color: orange;">Discuss situation with vulnerable visitors and maintenance people to ensure mitigations are heeded.</p>	<p>A Trustee will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the person agrees it can be shared.</p>
All hall users	Mental stress from handling the new situation.	Look out for potential sufferers & suggest calling CALM on 0800 5858 58	It is important people know they can raise concerns.

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Car Park & exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Hirer to mark out 2 metre waiting area outside entrance with tape to encourage care when queueing to enter; also police car parking.</p> <p>Hirers asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Provide rubber gloves.</p>
All doorways	<p>Possible 'pinch points' and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Consider marking out 2 metre spacing nearby. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly by hirer.</p>	<p>Hand sanitiser quantity needs to be checked frequently.</p> <p>Provide accessible bins, and empty frequently.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chairs.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment.</p>	<p>Door handles, switches, window catches, tables, chairs and other equipment used to be cleaned by hirers throughout period of hire.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers &amp; guests to be encouraged to wash hands regularly.</p>	<p>Seating should be put away immediately with gloved hands or left out for at least 3 days to allow natural viral decay.</p> <p>Need to provide spray disinfectant, hand sanitiser, &amp; liquid soap + paper towels.</p>
Store	<p>Social distancing impossible.</p>	<p>No more than one person in the store at a time.</p>	<p>Trolley will need disinfecting after use.</p>

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Kitchen	<p>Social distancing difficult</p> <p>Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer/microwave/oven Crockery/cutlery Kettle Crockery &amp; cutlery</p>	<p>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 before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels.</p>	<p>Cleaning materials to be made available under sink. All items to be in cupboards when not in use. Consider closing kitchen if not required or restricting access. Hand sanitiser, soap and paper towels to be provided.</p>
Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing</p>	<p>Hirer to control numbers accessing toilets at one time, with particular attention to more vulnerable users. Hirer to clean all surfaces before guests arrive and throughout hire period. Consider engaged/vacant signage and posters to encourage 20 second hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed (under kitchen sink)</p>
Events	<p>Handling cash and tickets. Too many people arrive at once</p>	<p>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, 2 seats between individuals or households.</p>	