

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Staff</b>	<p>Contact with visitors (Trustees, hirers, persons attending events, external contractors, delivery personnel) to the premises</p> <p>Coming into contact with surfaces infected with the virus and cleaning surfaces infected by people carrying the virus.</p>	<p>Stay at home guidance if unwell given in guidance notes provided to hirer to disseminate to those attending. Prominent notice displayed at main entrance "not to enter if unwell".</p> <p>Staff to keep socially distanced from visitors. Hirers' meetings with Hall Manager by appointment only. Caretaker will wherever possible schedule his work so as not to undertake cleaning or maintenance tasks when visitors in that part of the premises.</p> <p>External Contractors required to fully comply with the Halls Covid-19 policies and provide their own PPE.</p> <p>Caretaker provided with additional workwear allowing for more frequent changes of clothing and washing.</p> <p>Staff given PPE guidance and any additional PPE for use in the event deep cleaning is required.</p>	<p><i>Booking confirmation includes guidance and what action to take.</i></p> <p><i>Users or potential hirers of hall made aware of office hours and how enquiries may be made.</i></p> <p><i>Staff informed immediately if someone who has been on the premises tests positive for Covid-19 Details of a person's medical condition must be kept confidential,</i></p>

	Disposing of rubbish containing tissues, paper towels used for cleaning which might be infected by the virus.	Deep cleaning of premises if Hall is notified that someone who has visited the premises has tested positive for Covid-19	<i>unless the employee or visitor agrees it can be shared.</i>
<b>Visitors</b> (Trustees, hirers, persons attending events, external contractors, delivery personnel)	<p>Contact with Staff and other visitors (Trustees, Hall hirers, persons attending events, external contractors, delivery personnel)</p> <p>Coming into contact with surfaces infected with the virus and cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of paper towels used for cleaning.</p>	<p>Stay at home guidance if unwell given in guidance notes provided to hirer to disseminate to those attending. Prominent notice displayed at the main entrance "not to enter if unwell".</p> <p>Staff to immediately declare if feeling unwell with Covid-19 symptoms and cease attending work.</p> <p>Through notices and guidance notes visitors reminded to social distance whilst on the premises, to use the hand sanitiser provided and wash hands regularly.</p> <p>Rooms and touch points cleaned regularly by caretaker. All rooms provided with a "cleaning station" stocked with appropriate cleaning materials. Notices and guidance notes advise users to clean surfaces before and after use. Suitable bins for the disposal of paper towels used for cleaning and tissues.</p>	<p><i>Hirers reminded that general rubbish from their event must be removed by them, and advised to bring their own bags for removing their rubbish from the premises.</i></p>

<b>Main Entrance Path</b>	Social distancing not observed as people congregate before entering premises.	2 metre markers placed with a suitable notice for visitors waiting to enter the premises.	
<b>Entrance lobby/corridors</b>	<p>Visitors entering the premises not adhering to the Covid -19 safeguards in place.</p> <p>Possible "pinch points" and busy areas where social distancing may not be possible.</p> <p>Contaminating surfaces through people carrying the virus.</p>	<p>Notice board by main entrance doors reminding visitors of need for social distancing, hand hygiene etc.</p> <p>Notice boards removed from the entrance lobby and corridors to prevent clustering.</p> <p>One way system supported by clear signage. Floor marked up outside hall office to encourage social distancing when talking to Hall Manager.</p> <p>Wall mounted hand sanitiser units installed in entrance lobby and corridors with suitable guidance notices.</p> <p>Door handles, light switches (lobby lights only as corridor lights are PIR operated) and automatic door control cleaned regularly.</p>	<i>Hand sanitiser checked daily.</i>
<b>Main Hall</b>	Contaminating surfaces through people carrying the virus.	<p>Hand sanitiser provided within the room. Hirers encouraged to wash hands regularly.</p> <p>Door handles, light switches cleaned regularly by caretaker.</p>	

	<p>Spread of the virus by not social distancing</p>	<p>Pull cords for high level curtains operated by person designated by hirer</p> <p>Tables and other equipment used cleaned by hirers after use. Notices and guidance notes advise users of their obligations. A "cleaning station" stocked with appropriate cleaning materials available in room. Suitable bins for the disposal of paper towels used for cleaning and tissues.</p> <p>Stage curtains left open to avoid hand contact with operating mechanism. Projector screens operated by designated person who should wash/sanitise their hands afterwards.</p> <p>At time of booking enquiry hirer to provide the details of the event, including numbers. Social distancing requirements may limit number of persons allowed to attend.</p> <p>Occupants of Main Hall to exit through the main entrance lobby. Hall Manager will wherever possible ensure finishing times of Main Hall events do not coincide with entry time of events in other rooms.</p>	<p><i>High level curtain operation included in guidance notes, including to wash or sanitise hands after use. Notices put at each pull cord location.</i></p> <p><i>The external fire escape route for non-emergency use presents a possible trip hazard and is not user friendly for those with restricted mobility.</i></p>
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<p><b>Agnes Conisbee, Lovelace, Millennium and Club Rooms</b></p>	<p>Contaminating surfaces through people carrying the virus.</p> <p>Spread of the virus by not social distancing</p>	<p>Hand sanitiser provided within rooms. Hirers encouraged to wash hands regularly by use of appropriate notices.</p> <p>Door handles, light switches cleaned regularly by caretaker.</p> <p>Tables and other equipment used to be cleaned by hirers after use. Notices and guidance notes advise users of their obligations. A "cleaning station" stocked with the appropriate cleaning materials available in rooms. Suitable bins for the disposal of paper towels used for cleaning and tissues.</p> <p>At time of booking enquiry hirer to provide details of the event, including numbers attending. Social distancing requirements may limit number of persons allowed to attend.</p> <p>Where possible occupants of each room will exit by use of a fire exit door to the external path.</p>	
<p><b>All Kitchen Areas</b></p>	<p>Contaminating surfaces through people carrying the virus.</p>	<p>Hand sanitiser, soap and paper towels provided.</p> <p>Caretaker cleans kitchens daily and if necessary between bookings</p>	

	Spread of the virus by not social distancing	<p>Hirers to wash, dry and stow crockery and cutlery after use. Cleaning materials available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Hirers to control numbers using kitchen areas</p>	<i>Consider closing kitchen if not required or restricting access.</i>
<b>Toilets</b>	<p>Contaminating surfaces through people carrying the virus.</p> <p>Spread of virus by aerosol spray</p>	<p>Liquid soap and hand towels provided.</p> <p>Toilets thoroughly cleaned each day before arrival of any visitors and during the day if necessary.</p> <p>Regular cleaning of touch points i.e. door handles, taps, toilet flush handles undertaken by caretaker. Suitable cleaning product provided in the baby changing areas</p> <p>Electric hand dryers isolated so they cannot be used.</p>	<i>Signs to encourage correct hand washing method displayed.</i>
<b>Hall Managers Office</b>	<p>Contaminating surfaces through people carrying the virus.</p> <p>Spread of virus by not social distancing.</p>	<p>Hand sanitiser provided.</p> <p>Touch points regularly cleaned by caretaker or Hall Manager.</p> <p>Access to Hall Managers office restricted.</p>	

<b>Hall Caretakers Store</b>	Contaminating surfaces through people carrying the virus.	Public access not permitted. Caretaker to decide frequency of cleaning.	
<b>Hirers Storage Room</b>	Contaminating surfaces through people carrying the virus.  Spread of virus by not social distancing.	Entrance external door handle cleaned by caretaker each day. Internal door handles and touch points cleaned by key holder hirer. Cleaner and paper towels made available.  Hirer to control accessing and stowing of equipment to encourage social distancing.	
<b>Rear Of Stage Storage Area</b>	Contaminating surfaces through people carrying the virus.  Spread of the virus by not social distancing.	Caretaker to ensure all touch points cleaned before hirers arrive.  Wall mounted hand sanitiser dispenser available on entry to the space.  Hirers to clean all equipment (the halls or their own) prior to and after use. "Cleaning Station" set up in the area. Hirer to limit persons in the space at any one time.	
<b>Plant Room</b>	Contaminating surfaces through people carrying the virus.  Spread of virus by not social distancing.	Public access prohibited. Caretaker to ensure any touch points cleaned before and after access by a contractor accessing the Plant room.  Only one person to be in Plant Room at any one time.	

