

Stedham Memorial Hall – COVID Risk Assessment
July 20th 2020

Area of Risk	Risk Identified	Actions to mitigate risk	Notes
<p>Staff and Volunteers</p> <p>Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.</p>	<p>Staff/volunteers provided with protective overalls and plastic or rubber gloves.</p>	
<p>Staff and volunteers</p> <p>Who could be at risk and likelihood staff/volunteers could be exposed?</p>	<p>Staff who are either extremely vulnerable or over 70. Staff/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.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being. Discuss with staff/volunteers over 70 whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease work for the time being.</p>	<p>Staff and volunteers will need to be warned immediately if someone has tested positive for Covid 19 and 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.</p>
<p>Car Park/Paths/Exterior Areas</p>	<p>Social Distancing is not observed as people congregate before entering the premises. People drop tissues of rubbish.</p>	<p>Mark out two metre distance spacing along entrance paths with striped tape to encourage social distancing when queueing. Cleaner to be asked to check parking area for rubbish which might be contaminated e.g. tissues, and remove.</p>	<p>Government has advised that there is a lower risk of transmission of the virus outside. Main risk if where people congregate. Ordinary litter collection arrangements and gardening can remain in place.</p>

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Entrance Hall/Corridor	Social distancing not observed in a confined area. Door handles Light switches Literature	Notice placed on front door stating need for Social Distancing, hand washing/sanitising and 'Catch it Bin it'. Mark out 2 metre spacing in the hall and corridor. Place one way stickers on the floor. Door handles and light switches to be cleaned regularly. Touchless hand sanitiser to be provided in the hall.	Hand sanitiser needs to be checked regularly.
Main Hall	Door handles Light switches Window catches Tables, chair backs Soft furnishings which cannot be readily cleaned between uses Projection equipment. Screen. Commemorative photos, displays. Social distancing to be observed.	Door handles, light switches, window catches, tables, chairs and other equipment used by hirers to be cleaned by hall cleaner after every hiring. Consideration to be given to fogging as a means of cleaning padded chairs and curtains easily. Core number of tables/chairs to be left in Hall to avoid need for hirers to use store cupboard. Social distancing to be observed by hirers and volunteers in arranging their activities.	Provide bottles of hand sanitiser. Consider removing curtains Costing for fogging equipment
Holbrook Room	Social distancing more difficult in smaller areas. Partition door between HR and main hall. Door and window handles, light switches, curtains. Plate/food warmer. Tables and chairs.	Leave partition door open at all times. Surfaces and equipment to be cleaned by hall cleaner after each hiring.	Surplus chairs not to be left against the wall.

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Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles Fridge Crockery/cutlery Kettle/hot water boiler Cooker	Access to kitchen for any activity to be agreed for each hiring. One person only in kitchen at any one time. 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. Hand sanitiser to be provided. Hirers to be encouraged to bring their own Food and Drink for the time being.	
Store cupboard	Social distancing not possible Door handles, drawers, Fuse cupboard. Reserve stocks of glasses, tea towels etc. Misc items. Audio/Visual equipment Cleaning equipment	Public access by agreement only and for a specific purpose. Cleaner to have access to cleaning cupboard.	Where hirers require specific materials e.g. table cloths from the store cupboard these should be removed by a committee member.
Toilets	Social distancing difficult Door handles Light switches Basins Baby changing and other surfaces Toilet pans/seats/urinals	Hirer to control access to toilets, with particular attention to vulnerable users. Ensure soap, paper towels, tissues and toilet paper are regularly replenished and hirer knows where to access for re-stocking if needed.	