

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Caretaker, Contractors, Hirers and Volunteers – Work, activity or situation might cause transmission of the virus and likelihood Caretaker could be exposed</p>	<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 COVID-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Caretaker/Hirer/Volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Caretaker/Hirer/Volunteers advised to wash outer clothes after cleaning duties.</p> <p>Caretaker given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Caretaker/Hirer/Volunteers may need guidance as to cleaning, for example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Caretaker, Contractors, Hirers and Volunteers could be at risk and all groups could be exposed.</p>	<p>Caretaker/Hirer/Volunteers who are either extremely vulnerable or over 70.</p> <p>Caretaker/Hirer or 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>Caretaker in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with Caretaker/Hirer & Volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p>	<p>Caretaker/Hirer & Volunteers 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 Caretaker/Hirer/Volunteer agrees it can be shared.</p>

	Mental stress from handling the new situation.	Communication with Caretaker/Trustees/Hirers and Volunteers will happen regularly to see if arrangements are working.	It is important people know they can raise concerns.
Car Park/Paths/Exterior areas	<p>Social distancing is not observed as people congregate before entering premises – 2 ways.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner will check area outside doors for rubbish which might be contaminated, e.g. tissues & wear plastic 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>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
Entrance Hall & Corridors	<p>Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance areas – front & rear of Village Hall.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided in hall entrances.</p>	<p>Hand sanitiser will be checked daily.</p> <p>Bin will be provided in entrance hall & emptied regularly.</p>

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Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by Caretaker.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Remove window curtains, leaving black out blinds and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Supper Room	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles & ledges</p> <p>Light switches</p> <p>Chair backs & seats/carpet</p>	<p>Recommend hirers hire Main Hall and avoid use of Supper Room.</p> <p>Surfaces and equipment to be cleaned by hirers if used before use or by Caretaker.</p>	<p>Consider closing and only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p>
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p>	<p>Hirers are asked to avoid use of kitchen. Control numbers using kitchen if using so as to ensure</p>	<p>Cleaning materials will be made available in kitchen, it will be</p>

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	<p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery in clean condition after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided</p> <p>We encourage hirers to bring their own Food and Drink.</p>	<p>regularly checked and re-stocked as necessary.</p> <p>If kitchen not required access will be restricted.</p>
Store cupboards (cleaner etc)	Cupboard & doors	Public access unlikely to be required. Caretaker to decide frequency of cleaning.	
Storage Rooms (Main Hall) (furniture/equipment)	<p>Social distancing more difficult. One person at a time. Door handles.</p> <p>Equipment needing to be moved not normally in use</p>	<p>Hirers to check equipment required before use. Caretaker to control accessing and stowing equipment to encourage social distancing.</p>	<p>Consider re-arranging chairs, tables, equipment to facilitate social distancing.</p>

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Toilets (Male & Female)	<p>Social distancing difficult.</p> <p>Surfaces in frequent use + door handles, light switches, basins, toilet handles, seats etc.</p>	<p>Hirer to clean all surfaces etc before public arrive unless Caretaker has precleaned out of hours. Posters to encourage 20 second hand washing will be displayed.</p> <p>One user at a time with Vacant/engaged signs in use.</p>	<p>Soap, paper towels, tissues and toilet paper will be regularly replenished, and hirer to contact caretaker/committee if re-stocking if needed.</p>
Disabled toilet & Baby change + DESIGNATED SAFE AREA for suspected Covid-19 person	<p>Baby changing, surfaces in frequent use + door handles, light switches, basin, toilet handles, seats etc.</p> <p>DESIGNATED SAFE AREA for suspected Covid-19 person</p>	<p>Disabled Toilet one at a time, with attention to more vulnerable users.</p> <p>DEEP CLEAN NEEDED IF ROOM USED FOR COVID-19 PERSON.</p> <p>PPE guidance needed .</p>	<p>Caretaker/Committee to be informed if suspected Covid-19 infection and Hall CLOSED straight away.</p> <p>Soap, paper towels, tissues and toilet paper will be regularly replenished, and hirer to contact caretaker/committee if re-stocking if needed.</p>
Boiler Controls & room	<p>Heating Controls in Cupboard in Supper room. Thermostats on walls</p> <p>Boiler Controls in Boiler room no public access</p>	<p>Public access. Caretaker to decide frequency of cleaning of controls and thermostats.</p> <p>Contact caretaker/committee in case of boiler problem.</p>	

Stage	Curtains + steps access	Consider removal of curtains or tying back out or reach.	Make out of bounds.
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