

Poppleton Road Memorial Hall

Updated on July 27, 2020. Covid -19: Risk Assessment for the use of the building during the period designated

NB. This document may need to be updated in the light of any new government advice which may be forthcoming.

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

Orange – Actions that are strongly recommended

Green – Actions that you might like to consider

Date

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff</p> <p>Cleaner Booking secretary Volunteers Hirers/group leaders Trustees</p>	<p>Cleaning of frequently used surfaces on a regular basis</p> <p>Rubbish disposal: tissues, cleaning cloths</p> <p>Deep cleaning if someone falls ill on premises</p> <p>Those who are vulnerable or over 70</p>	<p>Display of relevant guidance posters in lobby and auditorium</p> <p>Spare set of ppe in case of contamination.</p> <p>Cleaner wears protective overall and gloves. Washed after every use</p> <p>Provision of standard cleaning products and rubbish bags</p> <p>Advise group leaders/ hirers that they are responsible for those invited to join their activity</p> <p>Advise vulnerable/ 70+ on safety guidelines and check whether they are happy that the actions taken to shield them are sufficient</p> <p>Check regularly that all arrangements work smoothly</p>	<p>Location of spare set of PPE?</p> <p>Rubbish bags</p> <p>Disposable cleaning cloths e.g. J cloths</p> <p>Check supply regularly</p> <p>Hire period extended to include cleaning time</p>

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Contractors	<p>Cleaning of frequently used surfaces And the area in which they have worked</p> <p>Rubbish disposal: tissues, cleaning cloths</p> <p>Deep cleaning if someone falls ill on premises</p>	<p>Wear masks and gloves, maintain social distancing.</p> <p>Dispose of own rubbish</p> <p>Cleans after themselves</p> <p>Booking secretary/ cleaner and trustees should be informed if contractor falls ill within 7 days of visit</p>	Hall cleaner or volunteer double checks after the visit?
<p>Exterior areas:</p> <p>Car parks</p> <p>Paths</p> <p>Patios</p>	<p>Social distancing rules not being followed.</p> <p>Tissues not disposed of correctly</p>	<p>Mark out 2 metre area at entrance doors.</p> <p>Ask cleaner/ group leader to check area outside doors and using gloves remove and dispose safely</p>	Spare plastic gloves
<p>Entrance Hall</p> <p>Lobby</p> <p>Corridor</p> <p>Toilets</p>	<p>Pinch points in vestibule</p> <p>Door handles, light switches in frequent use</p> <p>Access to toilets is narrow</p> <p>One way system for use of Auditorium</p>	<p>Identify areas of concern</p> <p>Create one way system with signage</p> <p>Ask hirers to regulate use of toilets by their group on one at a time basis</p> <p>Hand sanitiser by main entrance doors</p>	<p>Vacant/ engaged sign</p> <p>Hand sanitiser checked regularly by cleaner?</p> <p>Provide more bins and empty regularly</p>

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Auditorium	<p>Door handles, light switches, tables , chair backs and arms, projection equipment and screen, key safe</p> <p>Window curtains, photos, notice boards,</p> <p>Social distancing to be observed</p> <p>Window seats</p>	<p>Max. no. people 25</p> <p>Such items should be cleaned by hirer/group leader, before and after use.</p> <p>Social distancing guidelines to be observed by hirers in arranging the activity.</p> <p>All attendees encouraged to wash hands frequently</p> <p>Hirer to dispose of contents of bin when leaving. Increase ventilation by opening doors</p> <p>Users of the auditorium asked to leave by fire doors to complete one way system entering the hall</p>	<p>Remove curtains and other items difficult to clean and likely to be touched.</p> <p>Should we discourage use of the window seats?</p> <p>Hand sanitiser and bin in the room</p> <p>Fire exit key supplied to each hirer.</p> <p>Purchase door wedges to enable lobby doors to stay open (are these fire doors? In which case they should not be wedged open)</p>
Hudson Room	<p>Door handles, light switches, tables , chair backs and arms, other equipment</p> <p>Window curtains, photos, notice boards,</p> <p>Social distancing to be observed although more difficult in smaller rooms</p>	<p>Max. no. people 3-4</p> <p>Such items should be cleaned by hirer/group leader, before and after use.</p> <p>Social distancing guidelines to be observed by hirers in arranging the activity.</p> <p>Open windows and leave door open to increase ventilation</p> <p>All attendees encouraged to wash hands frequently.</p> <p>Hirer to dispose of contents of bin when leaving</p>	<p>Remove items difficult to clean and likely to be touched.</p> <p>Hand sanitiser and bin in the room</p>

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Archer Room	<p>Door handles, light switches, tables , chair backs and arms, other equipment</p> <p>Window curtains, photos, notice boards,</p> <p>Upholstered chairs</p> <p>Social distancing to be observed although more difficult in smaller rooms</p>	<p>Max. no. people 2-3</p> <p>Such items should be cleaned by hirer/group leader, before and after use.</p> <p>Social distancing guidelines to be observed by hirers in arranging the activity.</p> <p>Open windows and leave door open to increase ventilation</p> <p>All attendees encouraged to wash hands frequently.</p> <p>Hirer to dispose of contents of bin when leaving</p> <p>Chairs (soft furnishing) should be cleaned with the spray provided</p>	<p>Remove items difficult to clean, e.g. upholstered chairs and likely to be touched.</p> <p>Hand sanitiser and bin in the room</p> <p>Spray provided for use of all hirers</p>
Office	<p>Door handles, light switches, tables , chair backs and arms, office equipment</p> <p>Window curtains, photos, notice boards,</p> <p>Upholstered chairs</p> <p>Social distancing to be observed although more difficult in smaller rooms</p>	<p>Max.no. people 2</p> <p>Include office in cleaning schedule.</p> <p>Office user to clean all relevant surfaces, before and after use.</p> <p>Leave door open to increase ventilation</p> <p>Wear gloves when using computer, filing cabinet, boiler etc.</p> <p>User to empty bin and dispose of contents</p>	<p>Hand sanitiser and bin in the room.</p> <p>Use as little as possible</p> <p>Supply gloves in the room</p>

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Kitchen	<p>Difficult to maintain social distancing.</p> <p>Window and door handles, light switches, work surfaces, sinks and draining board cupboard and drawer handles Fridge microwave Crocery and cutlery Hot water boiler</p>	<p>Max. no. people 2</p> <p>Open window, outside door to increase ventilation</p> <p>Hirer to clean all surfaces, items to be used before and after use.</p> <p>Ensure any crockery and cutlery is washed in HOT soapy water, dried and put away after use.</p> <p>Hirers to bring own tea towels and take away for washing after use.</p> <p>Hirer should empty the bin, seal the contents and dispose themselves</p> <p>Hand sanitiser, soap and towels to be provided</p>	<p>Keep kitchen locked when not in use</p> <p>Seal fridge against use</p> <p>Keep cleaning materials on view and check contents regularly and replace as necessary</p> <p>Hand sanitiser and bin in the room</p>

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Cleaner's cupboard	Social distancing not possible Door handles, light switch	Public access unlikely while social distancing is a requirement in indoor, public spaces. Cleaner decides frequency of cleaning based on use of the premises	
Furniture store	Social distancing not possible. Door handles, light switch	Hirer to ensure only one person enters the store and removes furniture. Chairs and tables easily accessed Hirer to clean relevant items before and after use.	
Toilets: Gents Ladies	Social distancing difficult. Narrow entry point to access the suite of toilets. All 3 rooms and office use the suite thus when multiple rooms are hired at the same time, extra care must be taken to keep social distance	Only one toilet should be available for use Hirer to control access to toilets: one person at a time. Engaged/ vacant sign to be used to assist in social distancing between users of the different rooms. Hirer to clean all surfaces before	Vacant/ engaged sign Wash hands posters Ensure toilet paper, soap, paper towels are replenished regularly and all hirers know where to access for restocking if necessary

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		<p>their group arrives.</p> <p>Hirers could advise their group members to bring own hand towel which can be taken home and washed</p>	
Stage	Carpet	The stage area should not be used	Notice to discourage use?