

## COVID-19 Risk Assessment for Buckfastleigh Town Hall & Institute.

	Risk identified	Actions to take to mitigate risk	Notes
<b>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</b>	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	<b>Stay at home guidance if unwell at entrance and in Main Hall.</b> <b>Staff/volunteers provided with protective overalls or disposable aprons and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties.</b> <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b>	<b>Staff/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</b>
<b>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed</b>	Staff/volunteers who are either extremely vulnerable or over 70. Staff 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. Mental stress from handling the new situation.	<b>Staff in the vulnerable category are advised not to attend work for the time being.</b> <b>Office staff will continue to work from home where possible and access the Town Hall only when necessary following the staff procedure.</b> <b>The Main Entrance should be kept locked to avoid members of the public coming in off the street to use the facilities and access should be for bookings and staff only using key cards to avoid the risk of staff/volunteers being exposed if a unidentified person has entered the premises carrying the virus.</b> <b>Provide screen between the desks in the Town Clerks office as desks are currently face to face.</b>  <b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b>	<b>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who 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.</b>  <b>Consider adding screen</b>  <b>It is important people know they can raise concerns.</b>

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<p><b>Paths/ patio/exterior areas</b></p>	<p>Social distancing is not observed as people congregate before entering premises. People drop tissues.</p>	<p><b>Mark out 2metre waiting area outside all potential entrances with tape/paint to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and dispose.</b></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. Ordinary litter collection arrangements can remain in place. Provide disposable gloves.</p>
<p><b>Entrance hall/lobby/corridors</b></p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p><b>Identify “pinch points” and busy areas. Mark out 2 metre spacing in entrance area. Create one way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided.</b></p>	<p>Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
<p><b>Main Hall</b></p>	<p>Groups of more than 6 will be illegal from Monday 14th September. Exemptions apply. Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or</p>	<p><b>Do not allow social gatherings of more than 6. Groups of more than 6 must meet the exemption criteria. Door handles, light switches, window catches, tables, chairs used to be cleaned by hirers before use or by hall cleaning staff. Cushioned chairs are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities. Support Bubbles and 2 households can interact. The 2 households must keep 1m + distance as required and avoid interaction with other households attending a group/club keeping 2m</b></p>	<p>Limit social gatherings to 6. Ensure your group meet the exemption criteria for groups larger than 6. Cushioned chairs are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. Consider removing curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.</p>

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	<p>blinds Commemorative photos, displays. Social distancing to be observed.</p>	<p><b>distance where possible.</b> <b>Hirers to be encouraged to wash hands regularly &amp; use hand sanitiser.</b> <b>One-way system in and out of Main Hall to be observed.</b> <b>Hirer will be responsible for securing the building once their group have vacated via the one system.</b> <b>One in one out system operating in the toilets.</b> <b>One person only in the kitchen at one time.</b> <b>Hirer must bring own t-towels if using crockery/cutlery which must be washed in hot, soapy, dried and stowed away not left to drain.</b> <b>Room must be well ventilated.</b></p>	<p>Provide signage.</p> <p>Provide signage to indicate one way system, to encourage social distancing and highlight the hand sanitiser stations.</p>
<p><b>Small meeting rooms and offices</b></p>	<p>Groups of more than 6 will be illegal from Monday 14<sup>th</sup> September. Exemptions apply. Social distancing more difficult in smaller areas Door and window handle's Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet/carpet tiles more difficult to clean.</p>	<p><b>Do not allow social gatherings of more than 6 to take place unless exempt.</b> <b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices/one to one classroom facilities.</b> <b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b> <b>Rooms with carpeted floors not hired for keep fit type classes.</b> <b>Wipe shared copier etc after each use.</b> <b>Room must be well ventilated.</b></p>	<p>Limit your social gathering to a maximum of 6. Consider closing smaller rooms, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p>

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<b>Kitchens</b>	<p>Social distancing more difficult.          Door and window handle's          Light switches          Working surfaces, sinks          Cupboard/drawer handles.          Fridge/freezer          Crockery/cutlery          Kettle/hot water boiler          Cooker/Microwave</p>	<p><b>Hirers are asked to control numbers using kitchen (one in, one out) so as to ensure social distancing, especially for those over 70.</b>  <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and stowed away after use.</b>  <b>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink for the time being.</b>  <b>Ask hirers to take any rubbish created away in the bin liners provided.</b></p>	<p>Normal domestic cleaning materials and disposable cloths to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p>
<b>Store cupboards (cleaner etc)</b>	<p>Social distancing not possible.          Door handles, light switches.</p>	<p><b>No public access to store cupboards.</b>  <b>Cleaner to clean door handles/light switches on a regular basis.</b></p>	
<b>Storage Rooms (furniture/equipment)</b>	<p>Social distancing more difficult.          Door handles in use.          Equipment needing to be moved not normally in use.</p>	<p><b>Decide whether hall cleaner cleans or hirer to clean equipment required before use.</b>  <b>Hirer to control accessing and stowing equipment to encourage social distancing.</b></p>	<p>Consider whether rearrangement will facilitate social distancing.</p>

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<b>Toilets</b>	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces/mirrors	<p style="color: red;"><b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. One in, one out unless vulnerable person needs to be support by support bubble/carer. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage hand washing.</b></p>	<p style="color: green;">Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for replenished.</p>
<b>Boiler Room</b>	Door Handles/Light switch. Heating panel. Social distancing not possible.	<p style="color: green;">Public access unlikely. Manager to decide frequency of cleaning.</p>	
<b>Stage</b>	Curtains Social distancing Lighting and sound controls.	<p style="color: orange;"><b>Consider removal of stage curtains or tying back out of reach. Hirer to control access to stage. Hirer to clean as required.</b></p>	
<b>Events</b>	Handling cash and tickets Too many people arrive. Social distancing not possible	<p style="color: red;"><b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households. Interaction with others outside of support bubble/Household not recommended. More than 30 people can attend a club/group indoors providing the above is adhered to.</b></p>	<p style="color: green;">Follow government guidance on permitted activities and update when required.</p> <p style="color: green;">Consider not allowing large group bookings at this current time</p>

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		<b>Currently no live performance, drama, music, parties or celebrations.</b>	
<b>Track &amp; Trace</b>	Someone becomes unwell within 7 days of visiting the Town Hall with Covid symptoms.	<b>Everyone attending each booking to sign in on the form provided. Details will be held for a period of 21 days. Town Hall Manager to be alerted as soon as possible in the event of someone becoming unwell.</b>	
<b>Face coverings</b>	Face coverings are now mandatory in all Community buildings.	<b>Ensure face coverings are always worn , in all areas unless the person is exempt due to a medical condition or an exercise class has commenced.</b>	Maintain strict social distancing from those that cannot wear a face covering due to an exemption.