

CAERWYS TOWN HALL COVID-19 RISK ASSESSMENT

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff (1 x cleaner) and volunteers (the Trustees)</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>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>‘Stay at Home if Unwell’ guidance displayed at entrance to the main hall.</p> <p>Cleaner provided with protective overalls and plastic or rubber gloves; provide PPE for use in the event deep cleaning is required.</p> <p>Cleaner given PHW guidance</p>	<p>Suitable signage to be erected at entrance/exit and throughout the main hall</p> <p>Request cleaner purchases suitable PPE and claims for reimbursement.</p> <p>Discuss with cleaner her awareness of the national cleaning guidance available.</p>
<p>Exterior areas</p>	<p>Social distancing may not be observed as people congregate before entering the premises.</p> <p>People drop contaminated rubbish.</p>	<p>Mark out 2metre waiting area outside entrances with floor signage to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside the building for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove safely.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall</p>	<p>Possible “pinch points” and busy areas where risk is 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. Mark out 2 metre spacing at entrance areas.</p> <p>Door handles & light switches to be cleaned regularly. Hand sanitiser to be provided on entrances and exits.</p>	<p>Hirer to be advised to manage safe entry & exit by users. Hirer to wipe handles & light switches at start & end of each session.</p> <p>Wall mounted hand sanitisers to be checked and filled whenever the hall is used.</p>

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Main Hall	Door handles, light switches, chairs and curtains	Door handles, light switches and chairs to be cleaned by hirers before and after use. Social distancing in arranging their activities, and regular hand washing, to be observed by hirers and all attendees.	Hirer to wipe door handles, light switches and chairs at the start and end of each session. Social distancing signage and wall mounted hand sanitisers at entrance & exit points in the hall. <i>** Curtains considered low risk but advice to be given on use **</i>
Meeting room – CLOSED	N/A		** Yoga teacher to be asked to remove all items stored here asap **
Kitchen – CLOSED	N/A	Encourage hirers/attendees to bring their own food & drink for the time being.	
Storage Room – TABLES DECOMMISSIONED – N/A	N/A		
Cleaning materials store cupboards (cleaner)	Social distancing not possible Door handles, light switches	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	Cleaner to ensure adequate stocks of cleaning materials available for use
Toilets – Gents & Disabled Upstairs Ladies toilet and kitchen toilet - CLOSED	Social distancing difficult. Surfaces in frequent use i.e. door handles, light switches, wash basins, toilet handles & seats etc.	Hirer to clean all touch points before public arrives (unless staff have pre-cleaned out of hours), and clean after booking. Hirer to control numbers accessing toilets.	'One at a Time' and '20 Second Hand Washing' signage to be visible outside/inside toilets. Fix Engaged/Vacant lock onto Gents' toilet door Ensure adequate soap is regularly replenished.
Events	Social distancing may not be possible outside the building, in the main hall, and in accessing toilets.	No bookings of this nature to take place until further review by Trustees.	This covers events such as private evening parties, children's parties, and musical events and shows.