

COVID-19 Risk Assessment for the Blackbourne Hall – as of July 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers	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.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	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.
Staff, contractors and volunteers.	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.	Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/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.	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. It is important people know they can raise concerns.
Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall	Confusion among hirers. Risk is people attending in groups mingle with others not in their group, which is	Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid	Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being

	<p>unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of ≤ 6.</p>	<p>mingling between groups. Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</p>	<p>socially distanced, that is their choice. But no group members should mingle, ie mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced.</p> <p>Avoid raised voices or interactions.</p>
Car Park/paths/ patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 1metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Caretaker to 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/lobby/corridors	<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. Consider marking out 1 metre spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
Main Halls	<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>Projection equipment. Screen.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned before use. Plastic chairs to be used wherever possible.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Consider removing window curtains and any other items</p>

	Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	Cushioned chairs with arms 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. Hirers to be encouraged to wash hands regularly.	which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
Small meeting rooms	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms.	Recommend hirers hire larger meeting spaces and avoid use of small rooms. Plastic chairs to be used wherever possible. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.	Numbers agreed by prior arrangement between hirer and Management
Kitchen and kitchen areas	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. 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, soap and paper towels to be provided	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Toilets	Social distancing difficult.	Hirer to control numbers accessing toilets at one time,	Ensure soap, paper towels, tissues and toilet paper are

	Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	with attention to more vulnerable users. All surfaces precleaned out of hours. Posters to encourage 20 second hand washing.	regularly replenished, and hirer knows where to access for re-stocking if needed.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Caretaker to decide frequency of cleaning.	