The potential mitigations are in three categories colour coded as follows:

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**

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| **Area or People at Risk**  | **Risk identified**  | **Actions to take to mitigate risk**  | **Insert Date completed and any notes.**  |
| **Staff, contractors and volunteers –** Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed  | 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 to be given 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. Poster put up at cleaning station.Completed 10th July 2020 |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed.  | 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. Completed 10th July 2020 |

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|   |  Mental stress from handling the new situation. | **Talk with staff, trustees and volunteers regularly to see if arrangements are working.**  |  *I*t is important people know they can raise concerns. |
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| Car Park/paths/ patio/exterior areas Smoking area | Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues. People congregate outside door to smoke. | **2 metre waiting area** **outside all potential entrances with spray or tape to encourage care when queueing to enter.** Move smoking area away from doorway.**Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.**  | Ordinary litter collection arrangements can remain in place. Provide plastic gloves. Carpark big enough to maintain social distancing.No smoking in this area sign on front door, ask users to move to another area.Completed 10th July 2020 |
| Entrance hall/corridors  | 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.  | **Marked out 2 metre spacing in entrance area.** **Door handles and light switches to be cleaned regularly.** **Hand sanitiser to be provided by hall.****Doors to be left open whilst hall in use to reduce risk**. | Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly. Where possible users can leave doors open whilst hall in use.Completed 10th July 2020 |
| Main Hall  | Door handles, light switches, window catches, tables, chair backs and arms.  | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers**  |  Hirers will be asked to clean anything they touch during use, a cleaning station is provided by hall.Completed 10th July 2020 |

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|   | Soft furnishings which cannot be readily cleaned between use. Window curtains or blinds Social distancing to be observed Good ventilation | **before use or by hall cleaning staff.** **Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.** **Open doors and windows to keep good ventilation** | All curtains are to remain open, and have been tied back.Provide hand sanitiser. Posters around hall to remind users to social distance.Hall users advised to open windows and doors to keep good air flow when possibleCompleted 10th July 2020 |
| Upholstered seating  | Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.  | **Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.**  | Fixed soft furniture which are more difficult to clean and likely to be touched by the public, have been adjusted to allow social distancing. Furniture is to remain in place and note moved.Movable fold up chairs can be rotated and used every 72 hoursCompleted 10th July 2020 |

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| Small meeting rooms/Library | Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.  | **All meetings to be held in the main hall** **Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.** **Rooms with carpeted floors not hired for keep fit type classes.**  | When library re-opens only 1 person at a time to entre.Library only to open when main hall is not in use by another group. Completed 10th July 2020 |
| Kitchen  | Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler  | **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.**  | Cleaning materials made available in clearly identified location, and is regularly checked and re-stocked as necessary. kitchen to be closed if not required or restricting access. Completed 10th July 2020 |

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|   | Microwave  | **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.**  | Regular groups do not use microwave.Completed 10th July 2020 |
| Store cupboards (cleaner etc)  | Social distancing not possible Door handles, light switch  | **Public access unlikely to be required. Cleaner to decide frequency of cleaning.**  |  Completed 10th July 2020 |
| Storage Rooms (furniture/equipment)  | Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use  | **Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.**  |  Completed 10th July 2020 |
| Indoor Toilets  | Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.  | **Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.** **Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.** **Posters to encourage 20 second hand washing.**  | Ensure soap, paper towels, tissues and toilet paper are regularly replenished.Both toilets can be used for male or female, only 1 person in each toilet at a time.Completed 10th July 2020 |

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| Boiler Room  | Door handle, light switch Social distancing not possible  | **Public access unlikely. Cleaner to decide frequency of cleaning.**  |  Completed 10Th July 2020 |
| Stage  | CurtainsSocial distancingLights  | Curtains to be tied BackHirer to control access and clean as required. |  No entry to stage if not required Completed 10th July 2020 |
| Changing Rooms  | Government guidance is these remain closed at 4th July 2020.  | **Changing rooms to remain closed.**  |  See Government Guidance Completed 10th July 2020 |
| Events  | Handling cash and tickets Too many people arrive  | **Organisers to make their own arrangements**  | Completed 10th July 2020 |
| Playground, Play equipment and Outdoor gym equipment  | **Covid-19 Risk** **Assessment required if re-opened. People at risk:** **clinically vulnerable children or adults, older relatives.**  | **Sun and rain reduce the risk by reducing the period over which the virus remains active.** **We have put up advisory notices in park** | Completed 10th July 2020 |
|  | If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, to enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.  | **accordance with Government guidance on re-opening Playgrounds. See Government Guidance** **for managing playgrounds and outdoor gyms for other suggested measures.**  |  |