

North Nibley Chapel

Re-opening risk assessment
15th September 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes
<p>Staff, contractors and volunteers – 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. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance poster if unwell at entrance. Staff/volunteers provided with protective overalls and gloves. Contractors provide own Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.</p>	<p>Post stay at home notice Provide disposable gloves</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>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.</p>	<p>Staff in the vulnerable category advised not to work for time being. Discuss situation with 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.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises – hirers to have track and trace contacts and advise if anyone falls ill</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>No need to mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter as only small groups Cleaner asked 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. Organiser to ensure groups of less than 6 Cleaning to be extended to include external areas</p>

		Potential to set up 1 way system using back door if needed in the future	
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 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide bins, in entrance hall. Empty regularly.</p> <p>Few people attending events so no pinch point at door – 1 way system possible using back door</p> <p>Hirer to clean light switches and door handles as leaving</p>
Main room	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use. 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.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed.</p> <p>Shared children's toys</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Hirer / person running event to ensure cleaning after use</p>	<p>Included in instructions to hirers</p> <p>Chairs with fabric surfaces which have been used to be placed in the back room after use and a notice with the date of use to be put on them- allow 72 hours before re-use</p> <p>Provide hand sanitiser</p> <p>Minimise number of toys accessible to reduce need for cleaning</p>
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles Light switches</p>	<p>Recommend hirers use larger meeting spaces and avoid use of small rooms, other than as offices.</p>	<p>Consider closing small rooms, only hiring when main hall is not in use.</p> <p>Cleaning material to be provided in the office</p>

	Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Surfaces and equipment to be cleaned by hirer / user before use. Wipe shared copier etc.	
Kitchen Cooker/Microwave	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 to control numbers using kitchen – maximum 2 so as to ensure social distancing. Hirers to clean all areas likely to be used before and after 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 Consider encouraging hirers to bring their own Food and Drink.	Cleaning materials to be made available in the kitchen. Surfaces, regularly cleaned. Maximum 2 designated people in the kitchen Consider closing kitchen if not required or restricting access
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. Hirer to clean all surfaces etc before public arrive.	Sign for toilet corridor – no more than 2 persons at any one time. Poster encouraging 20 second hand washing posted

Prepared by R. Casken 15th September 2020

Reviewed and accepted by trustees

Review date: when new government guidance issued / change in use / any case of coronavirus being reported by a user.