

**COVID-19 Risk Assessment for re-opening Sutton Hall, Stockcross Final 03/12/20**

The COVID-19 Risk Assessment was discussed and agreed on 20/7/20 by the Sutton Hall covid committee. Jay Chandler was in attendance.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<p><b>Staff, contractors and volunteers</b> – 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>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Normal cleaning regime done by Jay using PPE supplied by Hall</p> <p>Sanitising stations are present throughout the Hall and everyone instructed to use them when entering and leaving.</p>	<p>Jay will do her normal pre covid cleaning regime but using PPE and cleaning products appropriate for this situation.</p> <p>Staff/volunteers advised to use PPE and to wash outer clothes after cleaning duties.</p> <p>Hirers are responsible for cleaning before and after their event</p>

	<p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Someone falls ill with CV-19 on the premises.</p> <p>Maintenance contractors working in the Hall may contaminate touchpoints</p> <p>Meeting hirers</p>	<p>PPE provided to staff and volunteers to use during all cleaning activities</p> <p>Deep cleaning will be done by a specialist contractor who will provide their own PPE and follow their risk assessment and best practices.</p> <p>Ensure they bring their own PPE, sanitise any touchpoints used prior to leaving the Hall and dispose of sanitising waste appropriately.</p> <p>Jay to maintain 2 meters distancing when meeting hirers</p>	<p>Contractors must work within their own risk assessment, provide their own PPE and sanitise anything touched prior to leaving the Hall.</p> <p>Ensure they have a risk assessment for this work which includes correct disposal of all waste.</p> <p>The Hall must be shut until the deep specialist clean is completed.</p>
<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers in a vulnerable age group or with health issues making them vulnerable</p>	<p>Committee &amp; volunteers in the vulnerable category are advised not to attend for the time being for cleaning &amp; meet /greet activities.</p>	

	<p>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>Mental stress from handling the new situation.</p>	<p>Sanitisation stations and PPE are supplied to staff and volunteers.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff and volunteers must be informed immediately if someone recently on the premises tests positive for COVID-19 responsibility Mark Nevitt or in his absence Liz newell-Hart</p> <p>Hall will be closed immediately for minimum 3 days to allow deep clean</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns – this was confirmed to Jay at the meeting.</p>
<p>Car Park/paths/ garden /exterior areas</p>	<p>Social distancing may not be observed as people congregate before entering premises.</p>	<p>2 meter waiting areas to be marked as far as possible from main entrance</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>Parking area may become congested / social distancing not adhered to.</p> <p>People drop tissues.</p>	<p>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,</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 social distancing may not be observed</p> <p>Door handles, light switches in frequent use.</p>	<p>Pinch points are clearly identified and signage provided limiting access and numbers.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked before every hire (Jay)</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs</p> <p>Soft furnishings which cannot be readily cleaned between use.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used are to be cleaned by hirers before and after use. Hirers to sign cleaning record</p> <p>Chairs, will be stored &amp; used in blocks of 40 on rotation. Jay will advise hirers which block to use.</p>	<p>Jay will do a 'sweep' through the complex ensuring all bins are empty, any obvious uncleaned areas are cleaned and re fill all soaps/ sanitisers / paper towels ensuring a supply of cleaning sprays and disposable cloths are available for the next hirer</p> <p>Window curtains are removed</p>

	<p>Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<ul style="list-style-type: none"> <li> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> </li> </ul>	<p>Stage curtains have been immobilised and stage area is out of bounds</p> <p>Hand sanitiser is provided throughout the hall complex.</p>
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles Light switches</p> <p>Tables, chair backs and arms.</p>	<p>Small hall will not be let, all lettings will be for the whole complex only.</p> <p>Surfaces and equipment to be cleaned by hirers before and after their hire</p> <p>Chairs are in groups which are supplied to hirers in rotation to allow possible viral contamination to die.</p>	
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles Light switches Working surfaces, sinks</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing in line with signposted hall instructions</p> <p>Hirers to clean all areas likely to be used before use, wash, dry</p>	<p>Cleaning materials to be made available in clearly identified</p>

	<p>Cupboard/drawer handles.          Fridge/freezer          Crockery/cutlery          Kettle/hot water boiler          Cooker/Microwave</p>	<p>and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towel to be provided</p> <p>Hirers to bring their own Food and Drink</p>	<p>location, eg a box on one of the kitchen surfaces.</p> <p>Jay to regularly check and restocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p>
Store cupboards (cleaner etc)	<p>Social distancing not possible          Door handles, light switch</p>	<p>Public access not allowed, cleaner only, cupboard is secured</p>	
Storage Rooms (furniture/equipment)	<p>Social distancing more difficult          Door handles in use.          Equipment needing to be moved not normally in use</p>	<p>Hirers responsible for removing and stowing equipment and for cleaning before and after use</p>	
Toilets	<p>Social distancing difficult.          Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.          Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users and to flow halls signed instructions .</p> <p>Hirer to sanitise all surfaces etc before public arrive and after the event</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.</p>
Stage	<p>Curtains          Social distancing          Lighting and sound controls</p>	<p>Stage is out of bounds. Curtains have been disabled</p>	

Events	Handling cash and tickets Too many people arrive	No events planned, separate risk assessments to be developed if held	
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