



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Cleaners, Contractors and Volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood of exposure</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><b>Stay at home guidance to be shown if unwell at entrance or other areas within the Hall. Cleaners/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</b> <b>Cleaners/volunteers advised to wash outer clothes after cleaning duties. Cleaners/volunteers PHE guidance and PPE for use in the event deep cleaning is required.</b> <b>Masks to be worn in the building if more than one person attending</b></p>	<p>Cleaners/volunteers may need guidance as to cleaning. List posted in Cleaning cupboard to aid this. 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. Cloths should be disposable and safely disposed of after cleaning session.</p>
<p><b>Cleaners, Contractors and Volunteers</b>– think about who could be at risk and likelihood of exposure to the virus.</p>	<p>Cleaners/Volunteers/Contractors who are either extremely vulnerable or over 70. Cleaners/Volunteers/Contractors 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. Mental stress from handling the new situation.</p>	<p><b>Those in the vulnerable category are advised not to attend places such as the Hall for the time being. Hirers should ensure that masks are worn by all attendees.</b> <b>Discuss situation with Cleaners/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.</b> <b>Talk with Cleaners, Trustees and Volunteers regularly to see if arrangements are working.</b></p>	<p>Cleaners 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 Cleaner/Volunteer agrees it can be shared.  It is important people know they can raise concerns.</p>



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Car Park/ Paths/ Exterior Areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	<p><b>Signs at entrance to remind attendees of social distancing.</b></p> <p><b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove</b></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 / Corridors	Possible 'pinch points' and busy areas where risk is social distancing not observed in a confined area. Door handles, light switches in frequent use.	<p><b>Identify 'pinch points' and busy areas. Create one way system and provide signage. Hirers must be made aware. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided.</b></p>	<p>Hand sanitiser needs to be checked daily after each hire. Provide bins (which should be emptied regularly) in all areas.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and metal chair sides.</p> <p>Remote Control for Projector Screen. PA System. Window curtains / blinds.</p> <p>Social distancing to be observed.</p>	<p><b>Door handles, light switches, window catches, tables, backs and metal sides of chair seats plus all other equipment used, to be cleaned by hirers before use. Hall cleaning staff will wipe all hard surfaces at each clean twice weekly (or more often by prior agreement).</b></p> <p><b>Social distancing guidance to be observed by hirers in arranging their activities. Restrictions as to numbers of people attending to be as per Government guidelines at the time of hire.</b></p>	<p>Notices to be posted reminding hirers/users of the need to use hand sanitisers before and after moving equipment/touching soft furnishings.</p> <p>Provide hand sanitiser.</p> <p>Provide bins to be emptied regularly.</p>



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
		<p><b>Hirers to be encouraged to wash hands regularly.</b></p>	
<p><b>Annexe</b></p>	<p>Social distancing more difficult in smaller areas. Whiteboard/screen. Door and window handles, Light switches, Tables, chairs backs, chair seats. Floors with carpet tiles less easily cleaned.</p>	<p><b>Recommend hirers hire larger meeting spaces and avoid use of Annexe where necessary.</b> <b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b> <b>Rooms with carpeted floors not hired for keep fit type classes unless personal mats are being used.</b></p>	<p>Same kitchen not to be used by different groups at same time. With 2 separate kitchens for the Annexe and Main Hall this should not be necessary. Provide bins to be emptied regularly.</p>
<p><b>Kitchens – Main Hall and Annexe</b></p>	<p>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</p>	<p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b> <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b> <b>Hirers to bring own tea towels.</b> <b>Hand sanitiser, soap and paper towels to be provided.</b></p>	<p>Cleaning materials to be made available in clearly identified location, e.g a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access. Ensure Paper Towels and Soap Dispensers are available at all sinks. Provide bins to be emptied regularly</p>



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Store cupboards (cleaner etc)	Social distancing not possible Door handle	<b>Public access unlikely to be required. Cleaner and MVH to decide frequency of cleaning. Parish Room under the control of the Parish Council.</b>	
<b>Storage rooms</b> a) Cupboard beside stage  b) Wardrobe Store (MAD)	Social distancing more difficult. Door handle in use. Equipment needing to be moved not normally in use.  Social distancing more difficult. Clothes and items in store	<b>Hirer to access necessary equipment and wipe down before and after use. Hirer to control accessing and stowing equipment to encourage social distancing</b>  <b>Responsibility of MAD to ensure Government guidelines are being followed.</b>	
<b>Toilets</b>	Social distancing difficult Surfaces in frequent use – door handles / locks, basins, toilet handles , seats etc Baby changing and vanity surfaces, mirrors	<b>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 arrangement has been made with MVH for prior cleaning. 'Engaged' signage to be used for Ladies and Gents. Posters to encourage 20 second hand washing</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished and hirer knows who to contact for re-stocking. Provide bins to be emptied regularly



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Stage	Curtains Social distancing Lighting and sound controls	<p><b>Stage curtains to remain closed unless prior agreement reached with MVH for procedure.</b></p> <p><b>Hirer to control access and clean as required</b></p>	
Events	Handling cash and tickets Too many people arrive	<p><b>Organisers of events should arrange online systems and cashless payments as far as possible.</b></p> <p><b>Once Government guidelines allow performances - seats to be limited, booked in advance, 2 seats between individuals or households.</b></p>	