

READING ROOM RISK ASSESSMENT

Covid 19 Risk Assessment

07.10.20

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

Actions based on Government advice (i.e. should be considered mandatory)

Actions which are strongly advised.

Actions which are desirable

Actions to consider.

| Area or People at Risk | Risk identified | Actions to take to mitigate risk | Notes |
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| <p>1.Cleaner, contractors, volunteers and visitors</p> | <p>Risk of virus transmission indoors.</p> <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers not following guidelines</p> <p>Breathing excessive anti-viral sprays/aerosols</p> | <p>Stay at home requirement if unwell poster at entrance.</p> <p>Cleaner/volunteers provided with gloves and face coverings when cleaning.</p> <p>Contractors must provide their own PPE.</p> <p>Face coverings mandatory throughout building unless engaging in sport or exercise</p> <p>Cleaner/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Cleaner given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Ensure supply of soap, paper towels, hand sanitiser and cleaning materials for each hirer.</p> | <p>All surfaces to be cleaned with disinfectant and disposable cloths.</p> <p>Only cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p> <p>All bins to be emptied and rubbish taken home, then relined with clean liner.</p> <p>If hall user falls ill on premises or shortly after, close hall.</p> <p>Arrangements for deep clean likely to involve private contractor. Too much for single cleaner.</p> |

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| 2. Vulnerable people | Visitors/volunteers who are either extremely vulnerable or over 70 could be exposed if a person carrying the virus has entered the premises or falls ill. | <p>Visitors/volunteers in the vulnerable category or over 70 are advised of risks for these groups.</p> <p>Visitors/volunteers over 70 to identify whether additional protection is needed if they visit the hall.</p> <p>Ensure hirers communicate with their members in respect of risks to vulnerable.</p> <p>Talk with cleaners and volunteers regularly to see if arrangements are working.</p> <p>Arrange a space for anyone taken ill to use until they can get home. Close the hall if an outbreak is associated with attendance.</p> | <p>The Clerk will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless they agree it can be shared.</p> |
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| <p>3. Exterior areas</p> | <p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p> | <p>Ensure users are aware of 2 metre distancing when waiting outside front door on the pavement.</p> <p>Area to be checked for rubbish outside the door 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> |
| <p>4. Entrance</p> | <p>Possible “pinch points” and busy areas where risk is social distancing not being observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p> | <p>Face coverings will be required on arrival and exit as only 1 exit.</p> <p>Door handles and light switches to be cleaned after every session.</p> <p>Hand sanitizer to be provided at the entrance.</p> | <p>Hand sanitizer needs to be checked regularly.</p> <p>Provide more bins, in entrance hall and main hall. Users advised to take all rubbish away.</p> <p>Light switches not to be sprayed</p> |

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| <p>5. Reading Room</p> | <p>Door handles, light switches, window catches, tables, chair backs and arm</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtain pulls. Fabric hangings.</p> <p>Social distancing to be observed</p> | <p>All to be cleaned before and after hiring by hirer</p> <p>Use plastic chairs only.</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>Hirers advised to clean plastic chairs after use.</p> |
| <p>7. Kitchen</p> | <p>Social distancing more difficult</p> <p>Door handles Light switches Working surfaces, sinks Cupboard/drawer handles. Crockery/cutlery Kettle/hot water boiler Cooker/Microwave</p> | <p>Maximum of 1 person in kitchen at any one time to ensure social distancing, especially for those over 70. Face coverings to be worn. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> | <p>Cleaning materials to be made available in clearly identified location.</p> |
| | | <p>Hand sanitiser, soap and paper towels to be provided.</p> <p>Hirers to bring their own drinks if they cannot do without.</p> | |

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| <p>9.Upstairs office access to toilet</p> | <p>Social distancing more difficult Door handles in use. Access to toilet</p> | <p>Hirer to clean equipment required before use. Hirer to control accessing and using the toilet to encourage social distancing.</p> | |
| <p>10. Toilet</p> | <p>Social distancing difficult. Surfaces in frequent use. door handles, light switches, basins, toilet handles, seats etc.</p> | <p>All surfaces cleaned between hirings with anti-viral spray.</p> <p>Consider posters to encourage 20 second hand washing.</p> | <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p> <p>Labels on toilet lid requiring them to be put down before flushing.</p> |
| <p>12. Hirers and events</p> | <p>That activities will not be undertaken safely or that too many people arrive</p> <p><i>Participants in sports activities do not socially distance.</i></p> <p>Handling cash and tickets</p> <p>That infections will need to be traced if they occur</p> | <p>Organisers arrange online systems and cashless payments as far as possible.</p> <p>Give all hirers a copy of the Hall's risk assessment.</p> <p>Display self-certification of COVID Secure status.</p> <p>Mark out floor to provide guidance for exercise classes.</p> <p>Hirers will be required to keep a list of attendees for 21 days in case NHS Track and Trace need to contact them.</p> | <p>The maximum capacity of the hall determined to allow up to 12 people at any one time.</p> <p>Currently no hirers using the Reading room for sports</p> |

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| 13. Unsuitable activities | That some previous activities are still too risky | Follow Government guidelines as to what activities are allowed. Provide a clear policy on which groups are permitted in line with government guidance. | |
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