

FRANK WICKHAM HALL CHARITY – RISK ASSESSMENT

Section 3: Covid-19 specific assessment

Item	Risk	Impact	Probability	Actions
3.1	Use of Hall by multiple hirers. Operation of Pre-school covered by their own procedures and assessments Section to be re-assessed in light of further guidance from Government / Rural Action Derbyshire etc.			
1	General			<ul style="list-style-type: none"> All actions to be carried out in accordance with all current and appropriate government or professional bodies' advice (eg Rural Action Derbyshire). Male, female and disabled toilets available with regular cleaning.
2	Running of event	H	M	<ul style="list-style-type: none"> Government use / social distancing restrictions to be controlled by hirers. Hirers to be fully responsible for actions taken during event including social distancing, protection of "receptionist", cash handling etc.
3	Transmission of Covid 19 into building	H	M	<ul style="list-style-type: none"> Compulsory use of hand sanitiser station at main hall entrance No-one showing signs of Covid-19 to enter building
4	Contact transmission of Covid-19 to hirers	H	M	<ul style="list-style-type: none"> Hirers to follow Covid-19 guidance current at time of hire Daily cleaning, including sanitisation of contact surfaces
5	Use of kitchen	H	M	<ul style="list-style-type: none"> Hirers to risk assess any use of cooking equipment and inform caretaker of use (brought in pre-prepared food recommended) Hall cutlery, cups etc. to be washed before and after use, preferably in dishwasher Towels etc to be provided by hirer and taken away for cleaning

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6	Building Cleaning – Main hall, Pavilion Room	H	M	<ul style="list-style-type: none"> Opening days – one deep clean by caretaker (cleaning of all surfaces as usual with the addition of sanitising of all surfaces that are regularly touched such as door handles, light switches, all areas of the toilets, worktops, sinks and taps.) Hirers responsible for cleaning / sanitisation of chairs, tables and any other equipment used
7	Building Cleaning - General	H	M	<ul style="list-style-type: none"> Opening days - one deep clean by caretaker of corridor, disabled toilet, boiler room, male and female toilets and corridor including sanitiser wiping of main door lock, all internal door handles etc. Hand sanitiser, paper towels and cleaning equipment for hirer to be available
8	Interaction with Bowling Green and preschool outdoor play area; Bowling green - (Club risk assessments and procedures apply)	H	M	<ul style="list-style-type: none"> 2m cordon placed between green and play area, includes yard area used only by caretaker “out of pre-school hours”
9	Covid-19 reported by attendee or staff accessing hall	H	M	<ul style="list-style-type: none"> Hall temporarily closed until a full deep clean has occurred (by caretaker or external contractor) including tables / chairs etc. (possible use of virus killing “fogging” procedure) Cleaning personnel to use full PPE as appropriate to method used.
10	Pavilion room used by bowls club	H	M	<ul style="list-style-type: none"> Caretaker to clean daily, club to be responsible for sanitisation before, during and after use of room. Hand sanitiser, paper towels and cleaning equipment for club to be available