**Coronavirus Risk Assessment Cedar Barn and The Stables**

**June 2020**

Following a Council office closure or change in operating model due to the coronavirus (COVID-19) crisis, the immediate reaction of many Councils was to reopen their offices as soon as possible. However, it is highly likely that the working environment for the next period will be anything but “business as usual” for Hazlemere Parish Council but also for Staff, Councillors, Volunteers and the Community. It is likely that many of the COVID-19 controls put in place during the crisis will remain in place for some time, or only be partially lifted i.e. social distancing requirements etc.

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| **Area of Risk** | **Risk Identified** | **Action to take to mitigate risks** | **Notes** |
| **Cleanliness** of hall and equipment, especially after multiple use in one day | Hirers or cleaner not cleaning the hall or equipment used to standard required, especially on days of multiple users. Our group leaves hall or equipment | Booking Clerk to check halls are cleaned properly and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles etc. | Users to bring their own equipment (spare paper towels, bin bag and cleaner will be left in the kitchen of each venue) |
| Managing **Social Distancing** and especially people attending who may be vulnerable | Hirers to not maintain 2m social distancing | Advise hirer they must comply with social distancing as far as possible and use one-way system.. Limit numbers in the halls: Barn maximum 15 people and The Stables 14 people (based on m2) only 1 person to use the toilets and 2 people in the kitchen at any one time | Possible solution: Should we avoid use of kitchen – ask people to BYO food and drink  Notices placed on toilet doors. |
| **Respiratory hygiene** | Transmission to other members of group | Catch It, Bin It, Kill It. Encourage hirers to avoid touching mouth, eyes, and nose. Provide paper tissues in toilets and kitchen to be disposed into a bin or disposable rubbish bag, then wash or sanitise hands. Sanitizer provided at all entrances and is replaced daily Monday to Friday | Hirers to empty any bins used and take home for disposal. Additional spare rubbish bags to be left in kitchen for hirers use. |
| **Area of Risk** | **Risk Identified** | **Action to take to mitigate risks** | **Notes** |
| **Hand cleanliness** | Transmission to other members of group and premises | Advise hirers to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels. | Soap and towels are replaced daily Monday to Friday  Notices in all kitchens and toilets |
| **Someone falls ill with COVID19 symptoms** | Transmission to other members of group and premises | Follow hall instructions. Move person from Hall, obtain contacts, inform Booking Clerk |  |
| **Car Park** | Waiting to collect from hall or entering the hall of the leader is not present | Users to wait in cars or observe social distancing while waiting, the booking Clerk cannot let hirers into the venue without the key holder being present. |  |
| **Collection of data** | Attendees contracting the Coronavirus | All hirers need to collect attendees name and contact details and hold for 21 days for the NHS Track and Trace |  |
| **Unauthorised Entry** | Members of the Public entering the building without permission | Ensure that the door is left shut and on the catch so that no unauthorised entrance can be gained. | The fire door in The Barn can be left open for air circulation. |
| **Current local levels of Coronavirus** | Increased local risk | Monitor local levels and if necessary implement a closure |  |
| **Exercise Classes** | Breathing on floor and transmitting virus | All users must use clean mats to do any floor exercises on |  |
| **Entering halls while people are coming out** | Cross contamination | Operate a one way system in through the front door and out through the fire escape |  |

A Banham Clerk

9 September 2020