

ELLESMERE TOWN HALL COVID -19 Risk Assessment

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

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

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

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers –	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.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	Staff/volunteers may need guidance as to cleaning. 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.

<p>Staff, contractors and volunteers</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. 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>Staff in the vulnerable category are advised to follow Government Guidance on returning to work. Discuss situation with staff/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. Provide screen for any reception office.</p>	<p>Staff 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 employee/volunteer agrees it can be shared.</p>
	<p>Mental stress from handling the new situation.</p>	<p>Talk with staff, and volunteers regularly to see if arrangements are working.</p>	<p>It is important people know they can raise concerns.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. One-way system implemented where possible. Cleaner asked to check area outside doors for rubbish which might be contaminated,</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. Ordinary litter collection arrangements can remain in place. Plastic gloves provided.</p>

	Fire exits and fire routes are used to exit the building, need to be maintained for safety.	<p>e.g. tissues or masks. Wear plastic gloves and remove. PPE must be worn.</p> <p>Caretakers asked to check routes daily to ensure that there are no trip hazards or obstructions to the exit routes.</p>	
Entrance hall/lobby/corridors	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p> <p>Record of who is in the building</p>	<p>"Pinch points" and busy areas, please wait here floor signs introduced. 2 metre spacing in entrance area. One-way system created signage provided.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p> <p>Hirers to keep a track and trace record to be provided to the Town Hall if required.</p>	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.

	<p>Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>before use or by hall cleaning staff. Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.</p>
<p>Smaller meeting rooms and offices</p>	<p>Contact with the public, Councillors, contractors and each other. Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder, laptop & phones. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms. Surfaces and equipment to be cleaned by hirers by cleaner before use. Regular wiping of laptop, phones and computer keyboards and all other office equipment. Desks to be located so staff can sit 2 meters apart and not facing each other. Staggered start and finish times implemented.</p>	

Kitchen	<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</p>	<p>The Kitchen will now have to be pre-booked to be used so as to ensure social distancing, especially for those over 70. 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, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. The kitchen will be closed if not required or restricting access is not possible.</p>
	<p>Cooker/Microwave</p>	<p>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Hirers are encouraged to bring their own Food and Drink for the time being, unless they have booked, exclusive use of the kitchen.</p>	
Store cupboards (cleaner etc)	<p>Social distancing not possible Door handles, light switch</p>	<p>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</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>Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Consider whether rearrangement or additional trolleys will facilitate social distancing.</p>

Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilet. Only the accessible toilet will remain open as this can be controlled to one at a time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Posters to encourage 20 second hand washing displayed.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls	Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required. The stage will be sanitised before and after each use by the cleaners.	
Events	Handling cash	Officers must wear disposable gloves for each cash transaction which must be disposed of immediately after each use.	

Office staff and Town Hall Staff	Contact with the public, Councillors and contractors		
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Approved by Council on the 6th July 2020

Reviewed on the 6th April 2021