

## Risk assessment template

Organisation name: Bishop Wilton Hall

Assessment carried out by: Trustees

Date of next review: 30<sup>th</sup> September 2021

Date assessment was carried out: 1 January 2021

Area or People at Risk	Risk Identified	Actions to take to mitigate the risk	Notes	When is the action needed by?	Done
<b>Staff, Contractors and Volunteers</b>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposal of rubbish containing tissues and cleaning projects</p> <p>Deep Cleaning premises if a user falls ill with Covid 19.</p> <p>Cleaning bodily fluids following an illness.</p>	<p>Follow stay at home guidance if unwell, or temperature reading is high.</p> <p>At the entrance and in Main Hall. Cleaners provided with protective masks and gloves.</p> <p>Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given Public Health England (PHE) guidance and PPE for use in the event deep cleaning is required.</p>	<p>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. Cleaning materials to be bagged for disposal. Bin collections have been reinstated.</p>		

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<p><b>Staff, Contractors and Volunteers</b></p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, or internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>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.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>			
<p><b>Car Park/paths/ exterior areas</b></p>	<p>Social distancing is not observed as people congregate before entering premises.</p>	<p>Make users aware of the need to maintain social distancing when waiting to enter the building.</p> <p>Cleaner asked to check area outside doors for rubbish</p>			

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	<p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>			
<b>Entrance hall/lobby/corridors</b>	<p>Possible “pinch points” and busy areas where there is a risk social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system with passing places if necessary and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided at the entry and exit points</p>			
<b>Main Hall</b>	<p>Door handles, light switches, window catches, tables, chairs</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment</p>	<p>Current seats have fabric components.</p>		

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	<p>backs and arms. Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment.</p> <p>Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Racks of chairs for use in the hall to be used in rotation so that every chair is out of use for at least 72 hours after use.</p> <p>Users to be advised regarding the capacity of the main hall (32 max) so that their activity and seating arrangements can achieve the required social distancing.</p> <p>Hirers to be encouraged to wash hands regularly.</p>			
<p><b>Small meeting rooms and offices</b></p>	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p>	<p>Make unavailable to users.</p>			

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	Floors with carpet tiles less easily cleaned.				
<b>Kitchen</b>	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Users must designate one person only to enter/use the kitchen.  The serving hatches are not to be used (keys removed).  Users are to designate one person to provide table service i.e. in the role of a waitress / waiter.  Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.			
<b>Store cupboards (cleaner etc)</b>	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.			
<b>Storage Rooms (furniture/equipment)</b>	Social distancing more difficult	Decide whether hall cleaner cleans or hirer to clean	How are the users going to sanitize their equipment?		

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	Door handles in use. Equipment needing to be moved not normally in use	equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.			
<b>Toilets</b>	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 toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.  Display posters to encourage 20 seconds of hand washing.	One at a time usage.		
<b>Plant Room</b>	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.			
<b>Events</b>	Handling cash and tickets Too many people arrive	Payment to be made online. No events to be held at this time.			

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		<p>Microphone and speakers to be used to void raised voices / shouting.</p> <p>Masks to be worn other than when seated.</p> <p>Events other than Business to be limited to 6 persons.</p> <p>Maximum number in main hall to maintain social distancing is 30.</p>			
<b>Maintenance</b>	Door handle, light switch Social distancing not possible	Clean and wipe down the working area before and after the activity.			

Nearest Covid 19 testing centre is located at Poppleton Bar Park and Ride.