

## Reading Room Stratford sub Castle: COVID-19 Risk Assessment for Re-opening to Hirers

A key part of the risk assessment is 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, the entrances and exits are less of a risk than the kitchen or a toilet area with limited circulation space. For areas which present a problem hirers may need to be asked to arrange a waiting system.

### Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

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 to be considered**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Staff, volunteers &amp; contractors</b>	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. Maintenance, testing and furniture arrangement by volunteers. Maintenance by contractors	<b>Stay at home guidance if unwell at entrance and in Main Hall.</b> <b>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</b> <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b> <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b>	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.
<b>Staff, volunteers and contractors</b>	Staff/volunteers who are either extremely vulnerable or over 70. Staff/volunteers carrying out cleaning, or maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.	<b>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. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b>	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. It is important people know they can raise concerns.
Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes

Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Display signage outside main entrance to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	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. Provide plastic gloves.
Entrance lobby/exit area	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.	“Pinch points” at entrance: Introduce one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided at main entrance & at kitchen entrance	Hand sanitiser needs to be checked weekly. Provide a bin, in main hall. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Projection equipment. Screen. Window curtains Pictures Piano Social distancing to be observed	Surfaces and equipment including door handles, light switches, and tables to be cleaned by hall cleaner 72 hours after hirer has left Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Provide hand sanitiser.
Tomkins Room	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator,	Tomkins Room is not to be hired out for meetings. Surfaces and equipment to be cleaned by users before use including wiping copier etc.	Provide wipes, cleaning spray and disposable cloths for any user in the Tomkins Room
Kitchen	Social distancing more difficult Door and window handles, light switches Working surfaces, sinks Cupboard/drawer handles. Fridge, Cooker, Kettle/hot water boiler Crockery/cutlery	Hirers to bring their own Food and Drink for the time being. Hirers to bring own tea towels.  Hand sanitiser, liquid soap and paper towel to be provided	Kitchen to be closed to hirers, except for sink area. Cleaning materials to be made available in a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.
<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>

Chair store	Social distancing not possible Door handles, light switch AV cupboard	Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether leaving chairs in main hall will help facilitate social distancing
Boiler Cupboard	Door handle, light switch Social distancing not possible	Restrict public access. Cleaner to decide frequency of cleaning.	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.	Ensure soap, and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Consider engaged/vacant signage and posters to encourage 20 second hand washing.
Activities and Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For activities seats to be limited, booked in advance, 2 seats between individuals or households.	