

John Hodges Trust for Harpsden Hall
Risk Assessment Covid-19 – August 2020

Area or People at Risk	Risk identified	Actions taken 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 are provided with protective aprons, masks and plastic gloves. Bins are emptied daily by staff wearing PPE. Contractors and maintenance workers notified to provide their own. Staff advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	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/disinfectant wipes too frequently.
Staff, contractors and volunteers	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.	Provision of PPE and cleaning surfaces before they work is sufficient to mitigate their risks, deep clean if a person carrying the virus is known to have entered the building or falls ill while on the premises. Talk with staff, trustees and volunteers regularly to see if arrangements are working	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.

	Mental stress from handling the new situation.	and to provide emotional support when needed.	It is important people know they can raise concerns.
Car Park/paths/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.	Waiting area outside all entrances identified with tape to encourage 2m distancing when queueing to enter. Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear PPE and remove to a bin which is emptied daily.	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. PPE has been provided.
Entrance hall/lobby/corridors	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.	Keep time spent in the pinch points as brief as possible. Where 2m distancing is not possible, practice 1m distancing with mitigation measures such as wearing a face mask. Door handles and light switches to be cleaned regularly by caretaker and by hall hirer. Hand sanitiser provided at all entrances.	Hand sanitiser needs to be checked daily. Additional bins have been provide and are emptied daily.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Window curtains or blinds	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use and by	Provide hand sanitiser.

	Commemorative photos, displays. Social distancing to be observed	caretaker before and after each hire. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	
Meeting room	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Floors with carpet less easily cleaned.	Recommend hirers hire the hall and avoid use of the meeting room. Surfaces and equipment to be cleaned by hirers before and after use and by hall caretaker before and after each hire. Rooms with carpeted floors not to be hired for keep fit type classes where risk of aerosol transmission more likely.	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge Crockery/cutlery Kettle/urn Cooker Dishwasher	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before and after use, wash, dry and stow crockery and cutlery after use. Caretaker to clean all	

		areas before and after each hire. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels provided	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access not required.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Public access not required. Pre-school have own mitigation measures in place.	
Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, taps, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets to one per suite at a time, with attention to more vulnerable users. Hirer to clean all surfaces etc before and after public arrive, caretaker to clean before and after each hire. Hirers to encourage 20 second hand-washing. Hand dryers are not to be used. Bins emptied daily.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished
Boiler Room	Door handle, light switch Social distancing not possible	Public access not required.	
Stage	Curtains Social distancing Lighting controls	Avoid using curtains, hall hirer to clean curtain pulley cord and light switches before and after use,	

		caretaker to clean before and after each hire. Hirer to limit access and clean as required.	
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, a minimum of 2 seats between individuals or households. Hirers to arrange staggered arrival times to avoid pinch points. Hirers to arrange a longer interval to allow social distancing to get refreshments or use the toilet suites. Hirers to count the number of people attending and not allow more than the legal number to enter.	See National Rural Touring Forum guidance, Section 2.6
Upholstered seating	Virus may remain on fabric. Chairs cannot be readily cleaned between use. Frequent cleaning would damage the fabric. Metal chair legs can be cleaned and are more likely to be touched when moving them.	Avoid using the upholstered chairs unless wearing plastic gloves. Rotate the use of the chairs by stacking the used ones at the rear of the rack. Hirers to be asked to wash hands thoroughly before sitting on chairs.	