

RVH COVID19 risk assessment

It has to be stated that everyone is at risk in any situation irrespective of any previous infection and recovery. Vigilance is vital.

We have to assume that anyone could be at the symptomless stage of the illness and could be a potential source of infection. Everyone has to be asked about symptoms before coming in as it is more reliable than taking temperatures. It is to be hoped that people use common sense but that cannot be assumed.

Anyone not wearing a mask is potentially greatly increasing the risk to others if they are a carrier at the time. Wearing a mask does reduce the risk of acquiring infection by a modest margin and is worthwhile. Simple measures remain key; such as handwashing properly, not touching the face and fiddling with masks and following the 'Catch it, kill it, bin it' advice.

Boxes with cleaning agents and gloves will be available at strategic points and restocked as necessary. For a contamination incident, see below. Removing PPE needs to be done with care to avoid potential self contamination during the process.

No member of staff or volunteer will be asked to do anything they feel uncomfortable about. Concerns can be reported at any time to a trustee via the caretaker number which is widely available inside the hall.

People at risk: general and area specific risks	Risk identified	Action to mitigate	
All zones: Hirers, attendees, caretakers and volunteers. Contract cleaning team. Any visiting contractors.	Human behaviour. Virus spread via droplets, aerosols and survival on hard surfaces.	Hirers responsible for controlling numbers and conduct of their groups as per hiring agreement and signed up to follow safety protocols re cleaning and for a contamination event. The purpose of this is to protect everybody from undue risk. To maintain awareness RVH will provide signs, floor markings and sanitising stations which will be checked daily. Appropriate PPE and guidance is available for staff.	

<p>Car Park & outside areas: users, hirers, caretakers & volunteers. Contract cleaning team.</p>	<p>Lack of social distancing when distracted by cars and trying to enter or leave the building, dropping litter and tissues</p>	<p>Mark out recommended spacing at entrance with tape. Encourage care when queuing. Use appropriate PPE to remove debris and follow agreed protocol</p>	
<p>Entrance lobby and corridors: Hirers, attendees, caretakers and volunteers. Contract cleaning team.</p>	<p>Congestion at pinch points, distraction causing lack of social distancing, forgotten masks. Touching of frequently used surfaces.</p>	<p>Cleaning regime for handles & switches. Mark out spacing reminders and display recommended safety notices. Remind entrants to use hand sanitiser at the cleaning station. Implement a one way system.</p>	
<p>Toilets: Hirers, attendees, caretakers and volunteers. Contract cleaning team.</p>	<p>Social distancing is difficult. Surfaces in frequent use: handles, basins, taps, toilet handles and seats. Babychanger.</p>	<p>Lights are automatic so there are no switches. Toilet seats should always be lowered before flushing and signs are displayed. Only one person at a time is allowed in and any queue must be suitably spaced away from the door and main entrance. Cleaning will be done before each morning opening, hirers will clean as per protocol after any use by a group as part of the hiring agreement.</p>	
<p>Kitchen: Hirers, attendees, caretakers and volunteers. Contract cleaning team.</p>	<p>Lack of social distancing when distracted by tasks, use of surfaces and equipment with surfaces suitable for transmission – basically everything in the kitchen.</p>	<p>Hirers are to control numbers using kitchen 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. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided. Consider encouraging hirers to bring their own Food and Drink for the time being. Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, which will be regularly checked and re-stocked as necessary. We may close the kitchen if not required or restrict access.</p>	

Caretaker cupboard: Caretakers, volunteers and cleaners.	Access is restricted but the handles may be contaminated.	Work on the assumption that all surfaces and equipment pose a risk.	
Main Hall: Hirers, attendees, caretakers and volunteers. Contract cleaning team.	Congestion at pinch points, distraction causing lack of social distancing, forgotten masks. Touching of frequently used surfaces and equipment.	Notices to remind users to follow the one way system, use further sanitiser provided there. Remind users repeatedly to follow guidance on safety. Clean surfaces and equipment used before and after event. Cushioned chairs with arms are to be used only by those who need them and have been socially isolating themselves. Gloves are to be worn when handling tables and chairs.	
Meeting Room & Community room/ café: Hirers, attendees, caretakers and volunteers. Contract cleaning team.	Congestion at pinch points, distraction causing lack of social distancing, forgotten masks. Touching of frequently used surfaces	As per 'Main Hall' above, but some groups may have to switched to a larger space. Cash transaction to be replaced by on line or contactless payments.	
Storage room: Hirers, attendees, caretakers and volunteers. Contract cleaning team.	Congestion at pinch points, distraction causing lack of social distancing, forgotten masks. Touching of frequently used surfaces	Again as per 'main hall' above but groups have to clean their own equipment and hirer must control access and stowing equipment to encourage social distancing.	
Sluice: Hirers, attendees, caretakers and volunteers. Contract cleaning team.	Congestion in the area. Contamination from hard surfaces and equipment for cleaning.	Vigilance. Use of gloves and handwashing after tasks.	

Contamination Episode.

In the unlikely event of someone being taken ill and being suspected of having Covid, please do the following:

If a person is in such a state that close contact is likely, as opposed to a malaise, first put on PPE as follows in addition to a mask and gloves. We have provided a full body suit, overshoes and face visor for this eventuality.

Please isolate the person in the meeting room and ask someone else to call for medical help. Before the person leaves the premises, find out where they have been in the building and if they have used a toilet. The virus is transmitted in excretions.

Dispose of any paper towels or tissues used in a plastic bag and bagged again and sealed. It needs to be kept secure and untouched for 72 hours before it is safe to put it into the general waste bin outside.

Other people who have been in contact with the ill person should leave contact details with the organiser before they leave the premises.

The 'Test , track and trace' team should then be informed. Dial 111 or look at

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>.

The safest policy is to close the potentially contaminated space for 72 hours before deep cleaning wearing suitable PPE to be disposed of as above.