

Introduction

A risk assessment has been carried out on the Chantry and identified a number of issues which will need action to be compliant with government rules and to ensure the safety of our staff and our users. For simplicity the actions have been grouped into three colour coded categories.

Red – Mandatory actions based on current Government directives

Orange –Strongly recommended actions

Green – Reviewed and considered low risk action

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Date completed, notes & next review period
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Maintenance & builders’ workers.</p>	<p>Stay at home guidance if unwell at all entrances.</p> <p>Staff/volunteers provided with protective plastic or rubber gloves. Contractors provide their own.</p> <p>Staff/volunteers & hirers advised to wash outer clothes after cleaning duties.</p> <p>Staff to be given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers & Hirers to be given guidance as to cleaning. (See separate document). 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> <p>Instructions placed in each hired room and at all cleaning stations.</p> <p>Completed: 04.09.2020 Review: Initially weekly.</p>

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Staff - Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Lack of cleaning stations for staff and public to use	Set up cleaning stations and supplies at entrance to each building and by entrance to Buckingham room.	Completed: 04.09.2020 Review: Daily
Staff – Supply of PPE	Supply of PPE equipment to ensure their safety and ability to carry out their duties.	Staff supplied with PPE equipment along with cleansing materials and hand cleansing stations	Completed: 04.09.2020 Review: As required
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.	Staff in the vulnerable category are advised not to attend work for the time being or restrict work to gardens or open areas. Discussed 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.	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/ hirer agrees it can be shared. Completed:04.09.2020 REVIEW: Weekly
Staff - Stress	Mental stress from handling the new situation.	Talk with staff, trustees and volunteers regularly to see if arrangements are working.	It is important people know they can raise concerns. Completed: 04.09.2020
Garden and grounds	Minimum risk identified, but	Social distancing should	

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	<p>gloves should be worn when tidying tables & areas of rubbish in garden.</p> <p>When working in the garden using tools such as lawn mower, care should be taken to keep gloves on and to clean the surfaces touched after use.</p>	<p>always be observed.</p> <p>Wipe down surfaces touched on equipment used in the garden.</p> <p>Wipe down tools such as screwdrivers locks etc</p>	<p>Completed: 04.09.2020 REVIEW: Initially weekly</p>
<p>Car Park/paths/smoking areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues and dogends.</p> <p>People congregate outside door to smoke.</p> <p>EXTERNAL SIGNAGE Use tape, chalk or spray paint to indicate social distance waiting areas</p>	<p>Social distancing measures placed in waiting area outside all entrances with tape, spray paint lines or chalk, to encourage care when queueing to enter.</p> <p>Ban smoking anywhere on the premises and grounds.</p> <p>Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear PPE and gloves and remove after use</p>	<p>Ordinary litter collection arrangements can remain in place. Use PPE and gloves provided.</p> <p>No smoking banned on all areas. Tell users no smoking allowed on premises or gardens.</p>

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			<p>Completed: 04.09.2020 REVIEW: Initially weekly</p>
<p>ENTRANCE/ ENTRANCE HALL/CORRIDORS/SEPARATE EXIT DOOR/STAIRCASE UP/STAIRCASE DOWN</p>	<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>Mark out social distance spacing in entrance area using floor tape</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Original front door removed from Chantry to open up the entrance area.</p> <p>All chairs and cushions removed from the Coach house foyer area.</p> <p>One-way route system to access rooms and upper floors introduced in Chantry and Coach house building.</p> <p>Hand sanitiser provided by entrance hall of each building and the Buckingham room.</p>	<p>Hand sanitiser station added.</p> <p>Needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p> <p>Where possible users can leave doors open whilst hall in use.</p> <p>Masks must be worn when in the building</p>

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		<p>Where possible doors/ windows to be left unlocked and open when rooms are in use to increase ventilation.</p>	<p>Completed: 04.09.2020 REVIEW: Initially weekly.</p>
<p>ALL ROOMS FOR HIRE</p>	<p>Pre booking and pre-payment via bank transfer or card mandatory. No cash accepted.</p> <p>Current government limitation on meeting numbers restricted to a maximum of 30 people per meeting room.</p> <p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>External key safe boxes</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers</p> <p>Check list and cleaning instructions in the room and as part of hiring email and conditions</p>	<p>Hirers will be asked to clean anything they touch during use; a cleaning station is provided on each floor.</p> <p>Completed: 04.09.2020 REVIEW: Initially weekly</p>

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<p>GENERAL ROOM HIRE ISSUES</p>	<p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtains or blinds</p> <p>Social distancing to be observed</p> <p>Good ventilation</p>	<p>Remove all soft furnishings and window curtains.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>When entering and using the building masks should be worn at all times, unless exempt for health reasons.</p> <p>Open doors and windows where possible to keep good ventilation</p>	<p>All curtains are to either be removed or tied back.</p> <p>Provide hand sanitiser.</p> <p>Posters around the Chantry to remind users to social distance.</p> <p>Hirers advised to open windows and doors to keep good air flow when possible</p> <p>Completed: 04.09.2020 REVIEW: Initially weekly</p>

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Upholstered seating	<p>Virus may remain on fabric.</p> <p>Cannot readily be cleaned between use. Frequent cleaning would damage fabric.</p> <p>Metal/wooden parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.</p>	<p>Clean metal/plastic parts regularly touched.</p> <p>Rotate use of upholstered chairs.</p> <p>Ask those moving them to wear plastic gloves.</p>	<p>Fixed soft furniture which are more difficult to clean and likely to be touched by the public, to be adjusted to allow social distancing.</p> <p>Furniture and soft furnishings removed where possible.</p> <p>Completed: 04.09.2020</p>
Small meeting rooms	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles/shutters</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Surfaces and equipment to be cleaned by hirers before use and/or by caretaking team.</p> <p>Recommend that rooms with carpeted floors are not hired for keep fit type classes.</p>	<p>Completed: 04.09.2020 REVIEW: Weekly</p>
ALL RENTED OFFICE SPACE	tbc	tbc	Completed: Open item REVIEWED: 04.09.2020

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KITCHEN	<p>Social distancing more difficult if used by Hirers.</p> <p>Areas to be wiped down – Door hands; window handles; light switches; work surfaces; sinks.</p> <p>Cupboard doors; Cupboard & drawer handles; Fridge/freezer Crockery/cutlery/pans; Kettle/hot water boiler Cooker</p>	<p>KITCHEN CLOSED TO ALL HIRERS.</p> <p>Kitchen door to be kept locked.</p> <p>Access only to staff & office renters' staff.</p> <p>Control numbers using kitchen so as to ensure social distancing.</p> <p>Users to clean all areas used, wash, dry and stow crockery and cutlery after use.</p>	<p>Cleaning materials made available in clearly identified location</p> <p>Kitchen closed to hirers. But if not kept clean access will be restricted completely to staff only.</p> <p>Completed:04.09.2020 REVIEW: Initially daily then weekly.</p>
OUTSIDE CARETAKERS WORK & STORAGE AREA with access to Railway club room	<p>Keep it tidy and leave access route to railway club door.</p>	<p>Caretakers area -complete clear out and add shelving to walls.</p> <p>Mark walkway to railway room door and keep clear.</p>	<p>Completed: ONGOING 04.09.2020 REVIEW: Weekly</p>
INTERNAL STORE CUPBOARD (cleaner)	<p>Social distancing not possible Door handles, light switch</p>	<p>No public access allowed. Cleaner to keep clean - minimum weekly.</p>	<p>Completed: 04.09.2020</p>

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<p>Storage Rooms (furniture/equipment)</p>	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p>Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Completed: 04.09.2020 REVIEW: Initially weekly then monthly</p>
<p>TOILETS – COACH HOUSE</p>	<p>Social distancing difficult. Surfaces in frequent use - door handles, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. Accessed by two entrances at either end.</p>	<p>Introduced a one- way system to control the flow of people.</p> <p>Hirer to control numbers accessing toilets at two at a time, with attention to more vulnerable users</p> <p>Each user encouraged to clean all surfaces touched before leaving toilet suite.</p> <p>Staff to have precleaned toilets out of hours.</p> <p>SIGNAGE REQUIRED to encourage 20 second hand washing & indicate in and out doors in Coach House.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p> <p>Only 2 persons in each toilet suite at a time.</p> <p>Completed: 04.09.2020 REVIEW Daily initially. Then weekly</p>

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TOILETS – MAIN BUILDING	<p>New toilets – rebuilt July 2020</p> <p>distancing difficult. Surfaces in frequent use = door handles, basins, toilet BUTTONS, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors. A</p>	<p>A one-way system to control the flow of people is not possible here.</p> <p>Hirer to control numbers accessing toilets at two time</p> <p>Each user encouraged to clean all surfaces touched before leaving toilet suite.</p> <p>Staff to have precleaned toilets out of hours.</p> <p>SIGNAGE REQUIRED to encourage 20 second hand washing & use masks in the new Chantry toilet suites.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p> <p>Only 2 persons in each toilet at a time.</p> <p>Completed:04.09.2020 Review: Daily then weekly</p>
CELLAR	<p>Door handle, light switch</p> <p>Social distancing not possible</p>	<p>Public access not allowed. Facilities Manager to decide frequency of cleaning.</p>	<p>Completed: 04.09.2020 REVIEW: Monthly</p>
FIRE EXITS	<p>Keep all doors including Fire Exits, clear of obstructing even when building is not open to general public users & particularly when builders are</p>	<p>Daily review by a member of staff.</p> <p>Any obstructions reviewed with the Facilities Manager and temporary alternative</p>	

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	<p>in.</p> <p>REMOVE OLD FIRE EXIT SIGN IN COACH HOUSE ROOM UPSTAIRS.</p> <p>Mark clearly far exit as a Fire exit</p>	<p>routes found and marked.</p> <p>Action: removal of out of date fire exit sign in upper floor room.</p> <p>Fix double door entrance doors. Right door sticking.</p>	<p>Removal of sign outstanding</p> <p>Outstanding item: 04.09.2020 REVIEW: DAILY</p>
EVENTS	<p>Pre-booked tickets only.</p> <p>Payment online or by card only.</p> <p>No cash payments & no payments on the door.</p> <p>Staggered entry tables.</p>	<p>None currently planned.</p> <p>Review when event is planned and agreed by Executive committee and where applicable, the Board of Trustees.</p>	<p>Completed:04.09.2020 REVIEW: As required</p>