



COVID-19 Risk Assessment - Stilton Pavilion

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be 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, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

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. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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 that you might like to consider**



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<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. 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>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/Volunteers/Pavilion Users may need guidance as to cleaning.</p> <p>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>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff or 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.</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. Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work/enter in the Pavilion is sufficient to mitigate their risks, or whether they should cease such work for the time being. Talk with staff & volunteers regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>



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<p>Car Park/paths/patio/ exterior 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.</p>	<p>Mark out 2m waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Handyman asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove to suitable container.</p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p>	<p>Identify "pinch points" and busy areas. Consider marking out 2m spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by the Pavilion.</p> <p>Fabric chairs are removed to a confined area to avoid risk of contamination.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in main entrance area, each meeting room. All bins to be emptied regularly.</p>



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Main Hall	<p>Door handles, light switches, window catches/sills, tables, chair backs and arms.</p> <p>Window and blinds.</p> <p>Commemorative photos and displays.</p> <p>Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</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>Notice on blinds please do not touch, if have to, please wipe down chain with sanitiser.</p> <p>Provide hand sanitiser.</p> <p>Separate Risk Assessment prepared for group leaders to be aware of risks/restrictions and share with all their group attendees.</p>
Small community meeting room and offices	<p>Social distancing more difficult in smaller areas.</p> <p>Door handles.</p> <p>Light switches.</p> <p>Tables, chair backs and arms.</p> <p>Laminator.</p> <p>Cupboard handles/surfaces.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Recommend no use of small meeting room for groups of more than 4.</p> <p>Surfaces and equipment to be cleaned by hirers before use and after use.</p> <p>Wipe down office equipment, handles and surfaces.</p>	<p>Small community room is not currently available for use due to size but is a safe room should someone be taken ill.</p>
Changing rooms / toilets / referees room	<p>Social distancing more difficult in smaller areas.</p> <p>Use of showers – risk of contamination.</p> <p>Door handles.</p> <p>Light switches.</p> <p>Benches / Toilets / sinks.</p>	<p>Recommend no use of this area but is reviewed at a time when guidance states such facilities may be re-opened.</p>	<p>Currently no access permitted.</p>



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Kitchen	Social distancing more difficult. Door and window handles. Light switches. Working surfaces, sinks. Cupboard/drawer handles. Fridge/freezer. Crockery/cutlery. Kettle/hot water boiler. Cooker/Microwave.	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided.</p> <p>Consider encouraging hirers to bring their own Food and Drink for the time being.</p>	<p>The <u>kitchen</u> is not accessible at this current time.</p> <p>Hirers to bring own refreshments / equipment.</p> <p>Food is <u>not</u> permitted at this current time and will be reviewed regularly.</p>
Store cupboards (cleaner etc)	Social distancing not possible. Door handles, light switch	<p>Decide frequency of cleaning.</p>	<p>Regular user groups are able to have access if necessary but must wipe down all contact surfaces.</p>
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<p>Decide whether hall cleaner cleans or hirer to clean equipment required before use.</p> <p>Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Usual cleaning schedule + all hirers to wipe surface areas down on arrival/departure and clean thoroughly their own equipment.</p>



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Toilets	<p>Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive unless staff have pre-cleaned out of hours.</p> <p>Hand washing notices are in place.</p>	<p>Currently, disabled toilet will be only one accessible. Hand soap and toilet paper will be checked regularly and replenished. We recommend bringing your own.</p> <p>All soiled nappies are to be taken home and NOT left in the Pavilion or external refuse bins.</p>
Boiler Room	<p>Door handle, light switch Social distancing not possible</p>	<p>Public access unlikely although people who frequent that area (youths) may decide to touch the handles.</p> <p>Decide frequency of cleaning.</p>	<p>No access to members of the public.</p>
Regular User Groups and Events	<p>Handling cash and tickets Too many people arrive</p>	<p>Organisers stipulates online systems and cashless payments as far as possible.</p> <p>Regular user groups to restrict numbers attending.</p>	<p>Online payments preferred at this current time.</p> <p>Covid-19 registers to be distributed with advice on numbers permitted to attend sessions.</p>