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| Area or People at Risk | Risk Identified | Actions to take to mitigate risk | Notes |
| **Contractors and Volunteers –** activity, work or situations that might cause transmission of the virus and exposure risk | Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths.  Deep cleaning premises if someone falls ill with Covid-19.  Occasional Maintenance workers | General stay at home guidance if unwell at entrance to both function rooms. Volunteers provided with PPE.  Cleaning / Deep Cleaning undertaken by NKCS, company to provide their staff with the necessary equipment and guidance. | Ensure volunteers are fully aware of the current guidelines covering cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants. Cloth to be disposed of after use. |
| **Contractors and Volunteers –** who could be at risk and likelihood of exposure | Volunteers who are either extremely vulnerable or over 70  Contractors carrying out internal maintenance tasks could be exposed if a person carrying the virus has entered the premises of falls ills | Volunteers in the vulnerable category to be advised not to enter the building for the time being.  Contractors to be asked to wear appropriate PPE | Volunteers and contractors will need to be warned immediately if someone is tested positive for Covid-19 who has been on the premises.  Contact details and date must be recorded for each visit. |
| **Entrance and Exit Areas** | Social distancing is not observed as people congregate before entering the premises.  Increased risk of litter including tissues | Mark out 2 metre intervals outside to encourage care when queueing to enter.  Signage to discourage people from congregating at the entrance.  Ensure entrance and exit points are regularly litter picked. | Transitory lapses in social distancing in outside areas are less risky.  Litter pick to be added to contractors work schedule. |
| **Entrance Pavilion, Exit Lobby and 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. | Pinch points identified as  Entrance Door  Toilet Block Corridor  Marked directional route when using the toilet block.  Door handles and light switches to be cleaned by hirers  Hand sanitisation stations to be provided by pavilion | Disposable cloths and anti-bacterial spray to be provided by the pavilion.  Hand sanitiser to be checked and topped up after each hire.  Ensure hirers are fully aware of the current guidelines covering cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants. Cloth to be disposed of after use. |
| **Main Function Rooms** | Door handles, light switches, window catches, tables and chairs.  Soft furnishings which cannot be readily cleaned between use  Social distancing to be observed | Door handles, light switches, window catches, tables and chairs and any other equipment to be cleaned by hirers before use.  Signage to ensure social distancing guidance is observed by hirers in arranging their activities and to wash their hands regularly.  Hand sanitisation stations to be provided by pavilion | Disposable cloths and anti-bacterial spray to be provided by the pavilion.  Hand sanitiser to be checked and topped up after each hire.  Provide additional bins for small function room. |
| **Kitchen** | Social distancing to be observed.  Door handles, light switches, window catches.  Working surfaces, sinks, cupboard and drawer handles.  Fridge, Freezer , crockery, cutlery, and kettle.  Cooker. | Hirers are asked to control numbers using kitchen so as to ensure social distancing. 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, disposable washing up cloths and soap to be provided.  At point of booking hirers to be encouraged to bring their own Food and Drink for the time being | Cleaning materials to be made available in a clearly identified box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.  Kitchen to be closed if not required for certain activities, otherwise hirer is responsible for restricting access to the area. |
| **Store Room** | Social distancing difficult.  Door handles and light switched | Hirers to clean door handles, light switches and all equipment used before stowing away.  Hirers to control accessing and stowing of equipment to encourage social distancing. |  |
| **Toilets** | Social distancing difficult.  Surfaces in frequent use = door handles, light switches, basin, toilet handles, seats etc  Baby changing facility | Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.  Hirers to clean all surfaces etc before event.  Signage to encourage 20 second hand washing | Soap and toilet paper to be regularly replenished. |