

Area or People at Risk	Risk identified	Actions to be taken too mitigate risk	Date of completion and notes
Car park / outside area			
Visitors	<p>Social distancing not being observed as people may congregate before entering the premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues, face coverings etc.</p>	<p>2 metre marks outside front door</p> <p>Social distancing sign outside building</p> <p>Any dropped items to be removed with gloves.</p>	<p>2 metres marked outside 29.08</p> <p>Included in terms and conditions</p>
Fire evacuation point	Social distancing not being observed in case of evacuation	Hirer to ensure social distancing remains as much as possible if evacuation required	Included in terms and conditions
Outside seating	Social distancing not being observed at seating	Hirer to ensure these are not used	Included in terms and conditions
Entrance area			
Main door	Possible "pinch point" at main entrance	Signs to promote social distancing.	Signs in place 29.08
Touch pads	Main door	<p>Main door to be opened by hirer and left on open setting. If weather not appropriate, touch pads to be used and cleaned.</p> <p>Door handles, door, light switches, to be cleaned regularly.</p> <p>Hand sanitiser provided at pinch points.</p>	<p>Hand sanitiser stations in place 29.08</p> <p>Included in terms and conditions</p>

Date: 29 August 2020

Agreed by: Trustees of Warham Village Trust



01328 854254

www.warhamreadingroom.co.uk

www.facebook.com/warhamreadingrooms

Warham Reading Room address: Warham Reading Room, The Street, Warham, Wells-next-the-sea, Norfolk, NR23 1NH

Warham Village Trust (Reg. Charity No. 233576)

contact@warhamreadingroom.co.uk



Area or People at Risk	Risk identified	Actions to be taken too mitigate risk	Date of completion and notes
Main Foyer			
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use.	Move two fabric tub chairs into store room and remove fabric cushion on bench.	Moved into store room 29.06
Smaller area and also entrance	If people congregate in this area, potential creation of bottle neck and pinch point	Hirers to ask their clients to move into main hall and not to congregate in main entrance. One-way system through main foyer Booking in to occur away from the door Rules to be displayed near first inside door.	Included in terms and conditions. One-way system set up 29.08
Carpeted floor	Virus may remain on carpet	To be cleaned between each hire and not to be used for activity	Included in terms and conditions
Leaflets	Virus may remain on paper leaflets	Temporarily remove from area	Moved into a box and stored in store room 29.08
Kitchen			
Kitchen area	Social distancing more difficult All equipment/facilities in kitchen.	Kitchen to be closed to eliminate risk. Cleaning and containing of the virus in this area is very difficult.	Sign displayed 29.08 Included in terms and conditions
Bar top	People touching it or placing items on it	Cleaned between each hire	To be included in cleaning schedule.
Evacuation / emergency		Kitchen can be accessed in an emergency or in cause of evacuation	Included on closed kitchen sign.

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Store Room			
Access to store room	Harder to clean in full Social distancing difficult	Close store room	Sign put up 29.08 Included in terms and conditions.
Cleaner access to store room		Limited to cleaner access only	Cleaner made aware.
Tables, chairs	You need to touch other tables and chairs to move the ones you required. Cleaning of this is difficult.	Tables and chairs to be placed in main hall ahead of hire and left in main hall by hirer for cleaning.	Included in terms and conditions.
Main Hall / building			
Social distancing	Not being observed	Signs and hirer to promote	Sign displayed 29.08
Face coverings	Must be worn. Exempt visitors do not have to wear them.	Social distancing must still be observed therefore those exempt will be social distanced away from others	Sign displayed 29.08 Included in terms and conditions.
Hand sanitiser	Visitors not using	Signs and hirer to promote Available throughout the building	Sign displayed 29.08 Included in terms and conditions.
Capacity of hall	Capacity of hall being too high therefore social distancing to be difficult	Capacity of hall to be displayed. This depends on each hire individually and attendees.	Worked out 29.08 Included in terms and conditions.
Electrics cupboard			
		Not used by hirers generally anyway.	To be reviewed in the future.

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Toilets			
Toilet area	<p>Three toilets makes cleaning increased.</p> <p>Social distancing difficult as three doors open into a very small area.</p> <p>Surfaces in frequent use – door handles, basins, toilet handles, seats, baby changing, nappy bin, hygiene bins, mirrors and other surfaces.</p>	<p>Close ladies and mens. Only use disabled toilet.</p> <p>Using disabled toilet only means only one person using this small area.</p> <p>Cleaner to clean toilet area between each hire.</p> <p>Visitors to ensure no one else is in the toilet. Door has an engaged/vacant lock.</p> <p>Hand sanitiser to be used. Hand washing when using toilet area.</p>	<p>Ensure soap, hand sanitiser, paper towels and toilet paper are stocked well between each hire.</p> <p>Display toilet rules sign. 29.08</p> <p>Display closed signs on ladies and mens. Display open signs on disabled toilet. 29.08</p> <p>Hand sanitiser available outside and inside toilet. Signs to promote hand washing. 29.08</p>
Front door porch			
Key safe	Hirers touch this	To be cleaned as part of cleaning schedule	Add to cleaning schedule.
Common areas at premises			
Door handles, light switches and other commonly touched areas.	Risk of infection/transmission.	<p>Cleaning regularly.</p> <p>Hand sanitiser on entry and exit to building. Hand washing encouraged.</p>	<p>Hand sanitisers to be checked between each hire to ensure they are topped up.</p> <p>Bins provided.</p>

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Hirers			
Equipment required by hirers	<p>If fabric equipment cannot be cleaned between use.</p> <p>Sharing of equipment increases risk of transmission.</p>	<p>Hirers to request their clients bring their own equipment.</p> <p>Hirers to be encourage hand cleaning.</p> <p>No sharing of equipment.</p> <p>Social distancing guidance to be observed by hirers.</p>	Bookings Trustee to liaise with Hirer - ongoing
Activities by hirers / groups	Risk from activities	To be covered in hirers own risk assessment to be shared with Bookings Trustee	Ahead of group starting running and hire taking place - ongoing
Handling of cash	Cash handling increases risk of transmission	<p>If taking payments, online/electronic payments to be made if possible.</p> <p>If cash has to be used, receiver of cash to wear gloves.</p>	Included in terms and conditions.
Hirers not following terms and conditions	If hirers don't follow the guidance and terms and conditions themselves	Hire will be subject to discussion by Trustees if hirer found not to be following rules	Included in terms and conditions.

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Trustees, Committee, Visitors, Contractors			
Risk of transmission of the virus and likelihood of exposure	Surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Someone falling ill with Covid-19 at premises.	Stay at home guidance if unwell displayed at entrance outside and then within rules displayed inside. Hirers to promote this as part of their communications. Providing protective gloves and aprons.	Aprons and gloves purchased. 29.08
Who could be at risk?	Those who are either extremely vulnerable or over 70. Trustees carrying out cleaning.	Volunteers, visitors, contractors who are extremely vulnerable or over 70 advised not to visit the building or discuss with them on an individual basis the protective measures required to protect them. Trustee to liaise with cleaner over cleaning routine to ensure consistency.	If someone is tested positive for COVID-19, anyone present at the same time as person will need to be advised. Details of the person must kept confidential unless they agree to this being shared. This will be done by Bookings Trustee. To meet with cleaner for routines.
Cleaner			
Cleaner at risk of infection	Risk of infection due to cleaning surfaces which may be infected	PPE to be worn at all times when cleaning	Agreed with cleaner.

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Warham Reading Room COVID-19 Risk Assessment

Final version

Area or People at Risk	Risk identified	Actions to be taken too mitigate risk	Date of completion and notes
Events			
Reading Room events	Social distancing Too many attendees	These will not be held until further notice.	To be reviewed in the future depending on Government guidelines.
Weddings and large gatherings	Large gatherings and mixing of many households	Weddings or large gatherings will only be held in line with Government guidelines at the time.	To be reviewed for each booking individually against Government guidelines.
Someone falls ill with COVID-19 symptoms			
Person who falls ill	Transmitting Coronavirus to others	Follow NHS/Government advice at the time Person to make hirer aware immediately Closure of Reading Room immediately Hirer to notify Trustees immediately Full clean	If this situation arises Hirer to know to act immediately and let Trustees know. To be included in terms and condition
Visitors present with person who falls ill	Transmission of Coronavirus		
Hirer present with person who falls ill	Transmission of Coronavirus		
First aid kit			
People using the first aid kit	Cleaning of first aid kit	If first aid kit is used, hirer to notify Bookings Trustee. Bookings Trustee will then ensure that this is cleaned	To be included in terms and conditions.
Location of the kit		As kitchen is closed, this will be in the main foyer instead	Move first aid kit 29.08

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