



# Passmore Edwards Institute

Hayle

## COVID-19 Risk Assessment

The potential mitigations are in three categories colour coded as follows:

- Red – **Actions based on Government advice that will be done**
- Orange – **Actions that will be done**
- Green – **Actions that may occur**

Area or People at Risk	Risk identified	Actions to mitigate risk	Notes
<b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	<b>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with PPE. 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.</b>	Staff/volunteers may need guidance as to cleaning. 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.
<b>Staff, contractors and volunteers</b> – think about who could be at risk and likelihood staff/volunteers could be exposed.	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.  Mental stress from handling the new situation.	<b>Staff in the vulnerable category are advised not to attend work for the time being.</b> <b>Discuss 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.</b> <b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b>	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 agrees it can be shared. It is important people know they can raise concerns.



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Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	<b>Place a sign requiring social distancing outside all potential entrances to encourage care when queueing to enter.</b> <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b>	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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/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.	<b>Identify "pinch points" and busy areas. Create one-way system and provide signage.</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided by hall</b>	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</b> <b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</b> <b>Social distancing guidance to be observed by hirers in arranging their activities.</b> <b>Hirers to be encouraged to wash hands regularly.</b>	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.



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Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	<b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use. Rooms with carpeted floors not hired for keep fit type classes.</b>	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a "kettle point" to avoid two groups using the same kitchen.
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	<b>Hirers are asked to control numbers using kitchen so as 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 will be provided Consider encouraging hirers to bring their own Food and Drink for the time being.</b>	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</b>	Consider whether re-arrangement or additional trolleys will facilitate social distancing.



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Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b> <b>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</b> <b>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Boiler Room	Door handle, light switch Social distancing not possible	<b>Public access unlikely. Cleaner to decide frequency of cleaning.</b>	
Events	Handling cash and tickets Too many people arrive	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.</b>	
All Users	Tracking and tracing in the event of an attendee testing positive for Covid19.	<b>Organisers to keep a log of attendees to include:</b> <ul style="list-style-type: none"><li>• <b>Name</b></li><li>• <b>Address</b></li><li>• <b>Phone number</b></li><li>• <b>Email address</b></li></ul>	Will only be used to facilitate tracking and tracing and will be destroyed after 28 days.
Room Hirers and Event Organisers	Understanding and mitigating risks	<b>All room hirers and/or event organisers should prepare their own risk assessment.</b>	