



CATCLIFFE PARISH COUNCIL

Catcliffe Memorial Hall
 Old School Lane
 Catcliffe
 Rotherham
 S60 5SP

Risk Assessment for Catcliffe Memorial Hall – Reviewed December 2021

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, visitors & contractors	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.	Stay at home guidance if unwell at entrance and in Main Hall. Staff provided with plastic gloves. Contractors provide their own. Staff advised to wash outer clothes after cleaning duties.	Staff 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.
	Staff who are extremely vulnerable or over 70. Staff 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.	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 Talk with staff, trustees and volunteers regularly to see if arrangements are working.	Staff 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.

Respiratory hygiene	Transmission to other members of group	Face Coverings are required unless: a person is exempt, whilst exercising, whilst dancing, whilst having refreshments. Catch It, Bin It, Kill It posters displayed.	Advisory posters are displayed around the hall.
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.	Identify "pinch points" and busy areas – social distancing still remains advisable. Door handles and light switches to be cleaned daily. Hand sanitiser to be provided by hall	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. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by caretaker daily and hirers advised to before use. Hirers to be encouraged to continue to practise social distancing and wash hands regularly.	All surfaces, switches and handles to cleaned with anti-viral spray between bookings when possible and hand sanitizer provided for everyone using the main hall.
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	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 or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes.	No restrictions on numbers attending but hirers should consider Government advice on Covid-19.

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	Caretaker to clean all areas daily. Hirers advised to clean all areas likely to be used before and after use. Hirers advised to bring own tea towels, cutlery, kitchen utensils and crockery. Hand sanitiser, soap and paper towels to be provided	Consider closing kitchen if not required or restricting access.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Caretaker to clean all surfaces etc daily. Signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Sign in place to advise of hand washing
Store Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	