

Location: ALFORD CORN EXCHANGE, 9 MARKET PLACE, LN13 9EB

Risk Assessment: Coronavirus (Covid-19) Control Risk Assessment

Date carried out: 4th July 2020 – updated: 16th Aug '20; 18th Oct '20

Hazard in this Risk Assessment:- The spread of Coronavirus (Covid -19). It is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

The people who might be harmed: Staff, volunteers, trustees, hirers, visitors, contractors, delivery drivers, postmen/postwomen and anyone else who physically comes in contact with us. **Particular consideration is given to vulnerable groups:** elderly, pregnant women, and those with existing underlying health conditions.

Ongoing monitoring of COVID-19: We will continue to monitor COVID-19 in all areas where staff and volunteers are working, hirers and visitors move around, and if necessary, we will put in additional controls.

- The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
- Regular hirers will be requested to carry out their own Coronavirus (Covid-19) Control Risk Assessment prior to returning to venue and a copy to be given to the Alford Corn Exchange for safe keeping.
- All other hirers will be requested to carry out their own Coronavirus (Covid-19) Control Risk Assessment before the booking is confirmed and a copy to be kept with the booking form.

Controls required throughout..	Actions to take to mitigate risks:-	Action by Who?	Action by When?	Done?
<p><u>Wellbeing of all users:-</u></p> <ul style="list-style-type: none"> • Nobody with any symptoms of Coronavirus (Covid-19) is allowed to enter. Symptoms:- <ul style="list-style-type: none"> ➤ high temperature (over 37.5 degrees C) ➤ or new continuous cough, ➤ or a loss of, or change in, your normal sense of taste or smell • Procedures if someone should feel unwell with suspected Coronavirus (Covid-19) symptoms whilst using the venue. • Reporting of Coronavirus (Covid-19) apply only of occupational exposure, that is, as a result of a person's work. Reference:- https://www.hse.gov.uk/coronavirus/riddor/index.htm • Managing Mental Health during Covid-19 outbreak: Reference:- https://www.hse.gov.uk/stress/ https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ 	<ul style="list-style-type: none"> • Posters, signage and other material to be put on display with Government current public health guidelines. • To help reduce the spread of Coronavirus (Covid-19) regularly inform all staff of the Government current public health guidelines • Members of staff and volunteers must have their temperature taken (or take themselves) before they enter the building. • Information sheet to be drawn up and displayed in relevant positions within the venue. <ul style="list-style-type: none"> ➤ Advise C.Ex staff and volunteers, and hirers ➤ Covid-19 First Aid Box provided and placed on stage. ➤ Check Covid-19 First Aid Box regularly. • The relevant body RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) should be contacted when one of the following happens: <ul style="list-style-type: none"> ➤ an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. ➤ a worker has been diagnosed as having COVID-19 (or loss of life) and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. • Assist with anyone that might have mental health or wellbeing issues and offer whatever support we can to help by ways of information and support. <ul style="list-style-type: none"> ➤ Local Covid-19 Community Hub and Mutual Aid for Alford. 	<p>Manager</p> <p>Manager</p> <p>Staff/volunteers</p> <p>Manager</p> <p>Manager Manager Manager</p> <p>Manager</p> <p>Manager</p>	<p>12th July</p> <p>Ongoing</p> <p>Ongoing</p> <p>12th July</p> <p>Ongoing 12th July Ongoing</p> <p>Ongoing</p> <p>On going</p>	<p>Done</p> <p></p> <p></p> <p>Done</p> <p>Done</p> <p></p> <p></p>

<ul style="list-style-type: none"> • Track & Trace – <u>Mandated by law</u> - all visitors & staff/volunteers to be asked for contact details to support the NHS Track & Trace, prior to entry, whether attending any events or not and records kept for 21 days, either by:- <ul style="list-style-type: none"> ➤ collecting details manually and logging or ➤ using the NHS QR code on display 	<ul style="list-style-type: none"> • Manager to advise: <ul style="list-style-type: none"> ➤ C.Ex staff/volunteers ➤ Hirers will be advised to organise own contact records and keep for 21 days. 	Manager	Ongoing	
<p><u>Hygiene and Sanitising in all areas</u></p>				
<ul style="list-style-type: none"> • Guidance on anyone wishing to access the venue to use hand sanitiser on entering and exiting the venue. 	<ul style="list-style-type: none"> • Provide hand gel sanitisers points at entry and exit points, and refill when required. 	Manager/Cleaner	Ongoing	
<ul style="list-style-type: none"> • Guidance on hand washing on a regularly basis with water and soap for 20 seconds and drying with disposable towels. 	<ul style="list-style-type: none"> • Provide hand gel sanitiser in any area where washing facilities not readily available and refill when required. 	Manager/Cleaner	On going	
<ul style="list-style-type: none"> • Respiratory hygiene. 	<ul style="list-style-type: none"> • Disposable tissues and towels to be provided and extra waste bins for their disposal and regularly empty them. 	Manager/cleaner	On going	
<ul style="list-style-type: none"> • Adequate waste bins to be provide in all rooms with lids. 	<ul style="list-style-type: none"> • Posters to advise Catch cough and sneezes in tissues – Catch It, Bin It, Kill It and to avoid touching face, eyes, nose and mouth with unclean hands. 	Manager	12 th July	Done
<ul style="list-style-type: none"> • As well as following the guidance from PHE on Covid-19: cleaning in non-healthcare setting we will: 	<ul style="list-style-type: none"> • Posters to advise Do not shake hands – even bumping elbows is now deemed too close. 	Manager	12 th July	Done
<ul style="list-style-type: none"> • Increase frequency of disinfection of hand contact surfaces such as tables, chairs, counters, door handles, switches, and any other touch points during. 	<ul style="list-style-type: none"> • Provide/replace current bins with pedal bins to eliminate having to open lid by hand. 	Manager/Cleaner	12 th July	Done
	<ul style="list-style-type: none"> • All bins to be emptied regularly. 	Cleaner	On going	
	<ul style="list-style-type: none"> • Advise additional disinfection of hard surfaces, not only to be carried out by venue’s cleaner and staff, but also hirers during their event. 	Manager	On going	
	<ul style="list-style-type: none"> ➤ Please take care cleaning electrical equipment. Use cloths - do not spray! 			

<ul style="list-style-type: none"> • Where a certain task's requires staff/volunteers the wearing of gloves, face masks or an apron as a requirement. • Deep cleaning premises if someone falls ill with COVID-19 on the premises. 	<ul style="list-style-type: none"> • Clean surfaces after each event in line with a written cleaning instruction (type of cleaners/surface list). • A record sheet will be placed in the entrance next to the hand sanitising point, specifying what is cleaned, with an entry (time, initials) filled in after each clean. • An adequate supply of PPE will be provided for staff/volunteers. • Staff to be reminded that wearing of gloves is not a substitute for good hand washing • Advise other users/hirers of the venue they will need to provide their own PPE for certain tasks if required/needed. • Staff/volunteers will be instructed on how to remove PPE items carefully to reduce contamination and how to dispose of them safely either verbally or signage. • Staff given PHE guidance and full PPE for use in the event deep cleaning is required. 	<p>Cleaner</p> <p>Manager/Cleaner</p> <p>Manager</p> <p>Manager</p> <p>Manager</p> <p>Manager</p> <p>Manager</p>	<p>Ongoing</p> <p>On going</p> <p>Ongoing</p> <p>Ongoing</p> <p>On going</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><u>Social Distancing in all areas</u></p> <ul style="list-style-type: none"> • Social Distancing that is current and recommended by the Public Health Agency in all areas. • Possible "pinch points" and busy area where risk of social distancing is not observed in a confined area. 	<ul style="list-style-type: none"> • Posters, signage and other material to be put on display with Government current public health guidelines. While the government permits 1m distance the Corn Exchange insists on 2m distance. • Review all areas that social distancing is achievable and put in place signage, floor markings, barriers etc. Queuing area in lobby to have floor marker with 2m distance. • Identify "pinch points" and busy areas. Review and limit the number of people in areas that social distancing will not be achieved unless tighter restrictions are in place:- corridors, lobbies, toilet facilities, kitchen, storage rooms & stairs. 	<p>Manager</p> <p>Manager</p> <p>Manager</p>	<p>12th July</p> <p>12th July</p> <p>12th July</p>	<p>Done</p> <p>Done</p> <p>Done</p>

<ul style="list-style-type: none"> Where a certain task/area is un-achievable to maintain social distancing, then PPE is to be worn. 	<ul style="list-style-type: none"> Mark doors of each room with maximum number of people allowed (lobby, toilets, upstairs, hall, café, kitchen). 	Manager	12 th July	Done
	<ul style="list-style-type: none"> Review each event and advise hirers of the maximum people can attend to safely achieve social distancing in line with current guidelines, with or without use of furniture/equipment. 	Manager	On going	
	<ul style="list-style-type: none"> Furniture/equipment etc when in use, to be layout to ensure that social distancing can be achieved and maintained. Signage to be attached to tables, asking customers to refrain from moving any furniture. 	Manager/Cleaner	On going	
	<ul style="list-style-type: none"> Provision of PPE is to be available for staff:- gloves, face masks and aprons. 	Manager	Ongoing	
	<ul style="list-style-type: none"> Staff/volunteers will be instructed on how to remove these items carefully to reduce contamination and how to dispose of them safely. 	Manager	On going	
	<ul style="list-style-type: none"> Advise hirers to provide their own PPE if needed. 	Manager	Ongoing	

Specific areas with additional controls required with the above 'Throughout controls required	Controls required?	Actions to take to mitigate risks:-	Action by Who?	Action by When?	Done?
<ul style="list-style-type: none"> Main entrance door 	<ul style="list-style-type: none"> Anyone wishing to enter the venue that have any symptoms of Coronavirus (Covid-19), advice that they do not enter. 	<ul style="list-style-type: none"> Posters/signage to be displayed outside with current government guidelines. 	Manager	12th July	Done
<ul style="list-style-type: none"> 1st floor 	<ul style="list-style-type: none"> Access to 1st floor restricted to staff and contractors only for the time being, until work completed. 	<ul style="list-style-type: none"> Additional signage at bottom of stairs on restrictions of access to 1st floor. 	Manager	12 th July	Done

Specific areas with additional controls required with the above 'Throughout controls required?'	Controls required?	Actions to take to mitigate risks:-	Action by Who?	Action by When?	Done?
<ul style="list-style-type: none"> Main Hall <ul style="list-style-type: none"> ➤ Stage 	<ul style="list-style-type: none"> • Curtains:- <ul style="list-style-type: none"> ➤ Stage curtains to be tied back and refrained in their use. Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. • Lighting, sound controls, and projection screen. <ul style="list-style-type: none"> ➤ Equipment used to be cleaned before and after use. • Stage floor is a hard surface and frequently sat on. <ul style="list-style-type: none"> ➤ Sitting on the stage is to be refrained. ➤ If used for sitting down, would require moping down each time afterwards. 	<ul style="list-style-type: none"> • Advise staff, volunteers and hirers to refrain by using or touching stage curtains and leave tied back. • Advise staff and volunteers of C.Ex, and hirers to clean before and after use. <ul style="list-style-type: none"> ➤ Clean with wipes • Signage on display 'No Sitting on Stage'. 	<p>Manager</p> <p>Manager</p> <p>Manager</p>	<p>On going</p> <p>On going</p> <p>12th July</p>	<p></p> <p></p> <p>Done</p>

Specific areas with additional controls required with the above 'Throughout controls required?'	Controls required?	Actions to take to mitigate risks:-	Action by Who?	Action by When?	Done?
<ul style="list-style-type: none"> • Toilets and baby changing facilities. 	<ul style="list-style-type: none"> • Social distancing difficult. • Access to use toilet facilities to be restricted to one person at any one time, unless accompanying a child or a vulnerable person i.e elderly, disabled etc. 	<ul style="list-style-type: none"> • Poster to posted outside of toilet facilities with guidelines of using these facilities. • Advise staff and volunteers of C.Ex, and hirers they might have to control numbers accessing toilets at any given time with attention to more vulnerable users. <ul style="list-style-type: none"> ➤ Vacant/engaged door slider to be attached to each toilet facility. 	<p>Manager</p> <p>Manager</p> <p>Manager/Cleaner</p>	<p>12th July</p> <p>Ongoing</p> <p>12th July</p>	<p>Done</p> <p></p> <p>Done</p>

	<ul style="list-style-type: none"> Restrict access/use of cubicles, sinks and urinals to aid with numbers allowed in toilet facilities at any one time. 	<ul style="list-style-type: none"> Ladies:- <ul style="list-style-type: none"> ➤ 2 cubicles and 1 sink - Out of Service Mens:- <ul style="list-style-type: none"> ➤ 1 cubicle, 1 sink and 1 urinal – Out of Service Cleaning check sheet to be posted in toilet corridor and updated when facility has been cleaned and hygiene supplies refilled. Advise hirers that additional disinfection of hard surfaces during their event should be carried out, i.e, sinks, taps, toilet flush handles, door handles, switches, vanity surfaces, baby changing unit etc. 	Manager/Cleaner	12 th July	Done
			Manager/Cleaner	12 th July	Done
			Manager/Cleaner	On going	
			Manager	Ongoing	
	<ul style="list-style-type: none"> Sanitising of toilet seats. 	<ul style="list-style-type: none"> Provide toilet seat sanitising gel with dispenser in each cubicle and refill when required. 	Manager/Cleaner	Ongoing	

Specific areas with additional controls required with the above 'Throughout controls required?'	Controls required?	Actions to take to mitigate risks:-	Action by Who?	Action by When?	Done?
<ul style="list-style-type: none"> Furniture/equipment <ul style="list-style-type: none"> ➤ Tables and chairs, DVD player/stereo, sound equipment, projector screen, etc ➤ Additional touchable hard surfaces:- i.e. switches, door handles, toilet flush handles, etc.. 	<ul style="list-style-type: none"> Only essential items of furniture/equipment to be used. Cleaning of furniture/equipment. 	<ul style="list-style-type: none"> Advise C.Ex. staff and volunteers <ul style="list-style-type: none"> ➤ Advise hirers. When setting up, during and after for event/activity, furniture/equipment must be cleaned and sanitised. <ul style="list-style-type: none"> ➤ Advise C.Ex. cleaner, staff and volunteers ➤ Advise hirers Advise additional disinfection of touchable hard surfaces before and after event <ul style="list-style-type: none"> ➤ Advise C.Ex. cleaner, staff and volunteers ➤ Advise hirers 	Manager	On going	
			Manager	Ongoing	
			Manager	Ongoing	

<ul style="list-style-type: none"> ➤ Upholstered chairs 	<ul style="list-style-type: none"> • Upholstered chairs to be refrained of their use. <ul style="list-style-type: none"> ➤ Virus may remain on fabric. ➤ Cannot readily be cleaned between use. ➤ Frequent cleaning would damage fabric. 	<ul style="list-style-type: none"> • Upholstered chairs are reserved only for those who need them by reason of infirmity. <ul style="list-style-type: none"> ➤ If used, the chairs are to be put aside for a maximum of 72 hrs. ➤ Make notices to identify upholstered chairs not to be used/touched unless for the reason on infirmity. ➤ Gloves to be worn when being moved. 	<p>Manager</p>	<p>On going</p>	
<ul style="list-style-type: none"> ➤ Equipment/furniture not stored at C.Ex 	<ul style="list-style-type: none"> • Equipment/furniture being brought into the venue. 	<ul style="list-style-type: none"> • Equipment/furniture to be cleaned and sanitised, before bringing into the venue. <ul style="list-style-type: none"> ➤ Advise C.Ex. staff and volunteers ➤ Advise hirers 	<p>Manager</p>	<p>Ongoing</p>	

Specific areas with additional controls required with the above 'Throughout controls required?'	Controls required?	Actions to take to mitigate risks:-	Action by Who?	Action by When?	Done?
<ul style="list-style-type: none"> • Bar 	<ul style="list-style-type: none"> • Hand gel sanitising point. • Reduce paying by cash. • Minimum staff working behind the bar when possible, and to wear PPE at all times. 	<ul style="list-style-type: none"> • Provide hand sanitising gel and refill when required. • Advise that the washing of hands can be done in kitchen if feasible and paper towels provided to dry hands. • Contactless Card Payment Machine to be purchased and used. <ul style="list-style-type: none"> ➤ Sanitised with wipes after each use. • Provision of PPE to be available for staff:- gloves, face masks and aprons. • Staff to be reminded that wearing of gloves is not a substitute for good hand washing • Perspex separation screen on bar to protect staff and patrons. 	<p>Manager/cleaner</p> <p>Manager</p> <p>Manager</p> <p>Staff/volunteers</p> <p>Manager</p> <p>Manager</p> <p>Manager</p>	<p>On going</p> <p>On going</p> <p>27th July</p> <p>Ongoing</p> <p>On going</p> <p>On going</p> <p>Ongoing</p>	<p>Done</p>

	<ul style="list-style-type: none"> No service at Bar. 	<ul style="list-style-type: none"> Table service only. <ul style="list-style-type: none"> ➤ Advise C.Ex staff and volunteers ➤ Advise Hirers at time of booking (if required). 	Manager	Ongoing	
	<ul style="list-style-type: none"> Customers not to return empty glasses or bottles to the bar. 	<ul style="list-style-type: none"> Inform bar staff that they need to collect glasses and bottles. 	Manager	Ongoing	
	<ul style="list-style-type: none"> Access behind bar when not in use to be restricted. 	<ul style="list-style-type: none"> Barrier tapes to be pulled across. 	Manager/Cleaner/Bar Staff/Trustees/Volunteers	12 th July	Done
	<ul style="list-style-type: none"> Drinks storage room – social distancing. 	<ul style="list-style-type: none"> Notice on door to advise that only one member of staff at a time in storage room. 	Manager	12 th July	Done

Specific areas with additional controls required with the above 'Throughout controls required?'	Controls required?	Actions to take to mitigate risks:-	Action by Who?	Action by When?	Done?
<ul style="list-style-type: none"> Kitchen 	<ul style="list-style-type: none"> The use of kitchen with regard to social distancing, hygiene and disinfection of equipment, and work surfaces. 	<ul style="list-style-type: none"> Advise hirers and in turn if they are using outside caterers the following:- <ul style="list-style-type: none"> ➤ they will need to control numbers using kitchen so as to ensure social distancing is maintained. ➤ provide their own PPE for certain tasks if required/needed. ➤ to clean all surface areas likely to be used before use, during and after. Cleaning materials to be made available. ➤ use dishwasher to wash crockery and cutlery, dry and stow after use. ➤ to bring own tea towels. C.Ex staff and volunteers, as above, except PPE and tea towels, C.Ex will provide theses. 	Manager	On going	
			Manager	Ongoing	

Specific areas with additional controls required with the above 'Throughout controls required?'	Controls required?	Actions to take to mitigate risks:-	Action by Who?	Action by When?	Done?
<ul style="list-style-type: none"> • Storage rooms: <ul style="list-style-type: none"> ➤ All storage rooms ➤ Equipment 	<ul style="list-style-type: none"> • Social distancing not possible. 	<ul style="list-style-type: none"> • Poster on door to advise that only one member of staff at a time in storage rooms. 	Manager	12 th July	Done
	<ul style="list-style-type: none"> • Bowls equipment stored on premises. 	<ul style="list-style-type: none"> • Advise group leader to inform their members to clean any of their own equipment, before and after use being stored at venue. 	Manager	12 th July	Done

Specific areas with additional controls required with the above 'Throughout controls required?'	Controls required?	Actions to take to mitigate risks:-	Action by Who?	Action by When?	Done?
<ul style="list-style-type: none"> • Exterior: <ul style="list-style-type: none"> ➤ Queuing/congregating ➤ Rubbish 	<ul style="list-style-type: none"> • Social distancing is not observed as people queuing/congregate before entering premises for events. 	<ul style="list-style-type: none"> • Poster/signage outside to encourage social distancing in a safe manner if they need to queue to enter. 	Manager	Ongoing	
	<ul style="list-style-type: none"> • Discarding of contaminated tissues or facemasks. 	<ul style="list-style-type: none"> • Regular checks to be stepped up to clear/clean area outside for rubbish which might be contaminated, e.g. tissues, facemasks. <ul style="list-style-type: none"> ➤ Cleaner to wear rubber gloves when doing so. 	Cleaner	Ongoing	