

## Special Covid 19 Risk Assessment

Thame Barns Centre

December 2021

For: All staff and people using the Centre.

Completed by Managers  
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Area or people at Risk	Risk Identified	Actions to take to mitigate risks	Notes
<p><b>Anyone using the Centre including Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.</p>	<p>Surfaces maybe infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning of the Centre if someone falls ill with CV-19 on the premises.</p>	<p>Face Coverings must be worn whilst you are in the Centre. Posters with Stay at Home Guidance if unwell to be displayed around the Centre. Staff/volunteers will be provided with plastic aprons and rubber gloves for cleaning and face shields to use when in contact with the general public. Contractors to provide their own PPE. Handsanitiser are located by both main doors and outside toilets. Doors to be propped open where possible so there are less door handles to touch. Each room at the Centre will have a Cleaning Box which contains anti bacterial/virus spray, paper roll, tissues and sanitiser for each group to use before and after their meeting. Staff to be advised to wash their outer clothing after cleaning duties. Staff will be given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Cleaning requirements have been discussed with cleaner and other staff/volunteers. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants. Rubberised and glued surfaces can become damaged by frequent use of spray disinfectant. Cleaning Boxes in each room to be kept topped up with supplies.</p>

<b>Entrance foyers and corridors</b>	Door handles, light switches in frequent use.	Face Coverings must be worn by law at the Centre unless you are eating, drinking or doing exercise. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided at all entrances and in each hall.	Hand sanitisers to be checked daily. More bins have been placed around the Centre.
<b>Anyone using the Centre including Staff, contractors and volunteers – Someone becoming unwell with suspected COVID-19 symptoms whilst at the Centre</b>	Risk of catching Covid 19 from the person feeling ill. Contamination of the Centre.	Ask them to go home immediately. Ask other members of the group to provide their contact details if they have not done so already. Ask the rest of the group to leave premises, observing the usual hand sanitising and social distancing precautions and advise them to wash their clothes when they get home. If the person feeling unwell cannot go straight home take them outside, using the Covid First Aid Kit put on a mask, gloves and apron to protect yourself. Provide them with tissues, bowl of warm water and soap to handwash and provide paper towels. Once they have left the premises, remove your mask, gloves and apron and put in a bin bag (this must be double bagged and stored for 72 hours before collection.) Wash your hands and once home launder all your clothes and wipe down your car with disinfectant.	Covid 19 Treatment Plan to be kept with Covid 19 First Aid Kit. This is located in the Bar area
<b>Car park, paths, garden and exterior areas</b>	Little risk of catching Covid if outside. People dropping tissues.	Ask cleaner/handyman to check outside areas for rubbish that might be contaminated.	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. Plastic gloves must be worn for litter collecting.

<p><b>People using the Large Barn, Small Barn, Room 1 and Quiet Room</b></p>	<p>Frequent touch points such as door handles, light switches, window catches, tables, chair backs and arms. Soft furnishing which cannot be readily cleaned between bookings; window curtains and blinds, projection equipment.</p>	<p>The face coverings must be worn whilst in the Centre.  Each room to have a box with cleaning equipment and hand sanitiser in for users to use before and after each booking.  Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hirers before and after their booking.  Cushioned chairs to be sprayed with disinfectant regularly.  Social distancing guidance can be encouraged by all hirers in arranging their activities, recommend hirers book larger rooms.  High touch areas to be cleaned regularly by staff.  Hirers to be encouraged to wash their hands regularly.  Each room to have a window lock key in, hirers to be asked to open windows during their booking.</p>	<p>Consider making chairs with arms for the use of older/infirm people only.  Ensure hand sanitiser and cleaning boxes are topped up regularly.</p>
<p><b>Respiratory hygiene</b></p>	<p>Transmission to other members of group.</p>	<p>Face coverings must be worn whilst in the Centre.  Open windows and prop open doors to aid good ventilation.  Catch It, Bin It, Kill It. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</p>	<p>Remember to empty any bins used into kitchen bin at end of hire.</p>

<b>Small Kitchen</b>	Social distancing is more difficult in smaller areas. Contamination on door and window handles, light switches, work surfaces, sinks, cupboards, fridge, crockery and cutlery, water boiler, cooker and microwave.	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. Cleaning materials to be made available in a clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.	Cleaning materials to be made available in Small Kitchen. Re-stock it regularly. Consider closing kitchen if not required or restricting access.
<b>Upholstered seating</b>	Virus may remain on fabric and cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie clean more frequently.	Chairs to be sprayed with disinfectant regularly and metal parts to be cleaned more frequently. Ask those moving chairs to wash hands before they do or wear gloves.	Provide gloves for those moving chairs and table.
Store cupboards/boiler rooms	Social distancing not possible. Door handles, light switch contamination.	Public access unlikely. Restrict staff to only one person going into cleaning cupboard at a time. Advise Sunday Fun to social distance when using their cupboard. Sanitise door handles and locks before and after use.	

<b>Toilets</b>	Social distancing difficult in small spaces. Contamination through door handles, basins, toilet handles, seats, etc. baby changing and vanity surfaces.	Locks to be placed on main door of each toilet so only one person can use them at a time. Hirer to clean surfaces before their group arrives. Staff to clean more frequently. During events touch points will be sanitised regularly.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.
<b>Offices</b>	Social distancing is more difficult in smaller areas. Door and window handles, light switches, desks, chairs, copier, laminator, shredder, carpeted floor are less easy to clean.	Masks to be worn when moving around the Centre. Where possible equipment is not to be shared. Each member of staff to keep their own set of equipment on their desk, calculator, hole punch, staple gun, pens, etc. Other equipment, eg: printer, shredder to be cleaned before and after use. Open both doors in office and all windows to enable air flow. Put a physical barrier across both doors to stop visitors coming into office. Handsantiser on each desk. Ask all staff to wash their hands when they enter the building and regularly thereafter.	Consider only having two members of staff in the office at one time.

<b>Events and working behind the bar</b>	Social distance may not be observed. Contamination between guests by touching each other's glasses, crockery, cutlery, chairs or tables. Handling cash.	Staff to wear face shields/masks; wash their hands regularly and/or use sanitiser between customers. Perspex screen to be placed on bar to protect staff and customers Encourage payment by contactless cards and wear gloves. Impliment a track and trace system. Plenty of sanitiser around the building and checked regularly .	
<b>Funeral receptions</b>	Transmission to other members of group. Transmission to staff working the event	Following changes in Government Guidelines from 19 July 2021 rooms can take the maximum numbers for Fire Regularions. People must wear masks when they are standing/moving around the Centre. When checking/sanitising toilets staff will wear aprons and plastic gloves.	Anyone organising an event at the Centre are given the Special Conditions of Hire at time of booking. Risk assessment to be discussed with each hirer.

<b>Wedding Reception</b>	Transmission to other members of group. Transmission to staff working the event. Guest drinking too much to remember Covid Guidelines.	Face coverings must be worn when are standing/moving around the Centre. Music is permitted, we would encourage it the volume does not impair talking and hearing. Outside caterers to take on full responsibility to adhere to all Covid Guidelines. Bar manager to monitor behaviour of guests and encourage them to follow Covid Guidelines. Staff to wear gloves when collecting glasses and crockery.	Anyone organising an event at the Centre are given the Special Conditions of Hire at time of booking. Risk assessment to be discussed with each hirer.
<b>Commercial Kitchen</b>	More difficult to social distance in commercial Kitchen. Contamination between staff and guests through crockery, cutlery or glasses.	Staff to wear face shields, wash their hands regularly and/or use sanitiser between customers. Both doors to be open to enable air flow. Ensure staff wash their hands between serving food and collecting crockery/cutlery/glasses.	Ensure casual staff understand new covid regulations.

**This Covid Risk Assessment is subject to change in line with Government Guidelines.**