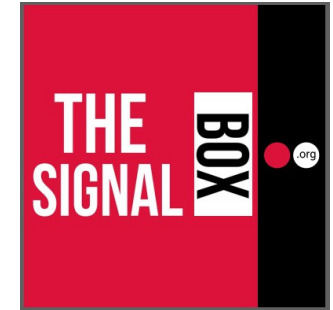


Risk Assessment – COVID-19

Prepared by: Roxie Power
Date: 1/8/2020



Area of Risk	Risk identified	Actions to mitigate	Notes
Staff exposure	Cleaning surfaces infected by people carrying virus.	<ul style="list-style-type: none"> • Staff provided with protective gloves. • Staff advised to wash protective gloves after use. • Staff not present when hirers are present. 	
User exposure	Touching surface infected by people carrying virus.	<ul style="list-style-type: none"> • Hirers are responsible for cleaning all surfaces prior to event. <ul style="list-style-type: none"> ◦ Door handles ◦ Light switches ◦ Tables ◦ Chairs • Extra time provided to clean prior to event. • Cleaning supplies provided. • Hand disinfection station installed, with signage to encourage use. • Soft play not to be used. 	

User exposure	Other user attending event falls ill after/during event.	<ul style="list-style-type: none"> • Signage saying not to enter if having any symptoms. • Hirers responsible for maintaining list of event participants, to be passed to trak-and-trace if needed. 	
User exposure, social distancing.	Proximity to pre-symptomatic / asymptomatic carrier of virus.	<ul style="list-style-type: none"> • Eastern room not in use. • Number of persons in Great Western limited to 20. • Signage with government guidelines. 	Eastern room too small for proper social distancing.
Kitchen	Surfaces and social distancing	<ul style="list-style-type: none"> • Kitchen no to be used at this time. 	Too many surfaces and equipment that could become contaminated. Hard to maintain social distancing.
Toilets	Door handles and other surfaces	<ul style="list-style-type: none"> • Hirer responsible for cleaning all surfaces prior to event. • Anti-bacterial hand soap. • Hand sanitizer in washrooms. • Hand sanitizing station located outside washrooms. 	No light switches and hot air dryers are a plus.