

Penton Recreational Centre  
 Penton Village Hall  
 Weyhill Bottom Road, Penton Mewsey, Nr. Andover, Hants, SP11 0RA  
 t. 01264 513313

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<b>Hirers</b>	A member of the group brings infection in	Lead Hirer to advise group members to stay at home if unwell, assess members as they arrive and if doubtful, ask them to return home and follow government guidance. (Special Condition 4: SC4) Lead Hirer to keep a list of members attending each session, with contact details, and provide these to Track & Trace if asked. (SC9)	
<b>Hirers</b>	Transmission through touching handles, switches, loos, washbasins	Lead Hirer will ensure door handles, switches, window catches, toilet handles & seat, wash basins and all surfaces likely to be used during your hire are cleaned BEFORE and AFTER your hire. Cleaning products are available in the kitchen. (SC3)	
<b>Hirers</b>	Transmission between people through contact or airborne droplets	Lead Hirer will ensure government guidelines are followed especially re numbers attending, social distancing, hand washing, following one-way system, use of toilet. (SC6, SC8) Lead Hirer will keep the hall well ventilated (e.g. open window(s) at start of hire and close at end) (SC5) No sharing of equipment	
<b>PRC Volunteers – during Hall checking</b>	Cleaning surfaces infected by people carrying the virus.	Stay at home guidance if unwell at entrance and in Main Hall. Volunteers provided with	Staff/volunteers to be given guidance as to cleaning.

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and maintenance activities	Disposing of rubbish containing tissues and cleaning cloths.	<del>protective overalls and plastic or rubber gloves. Contractors provide their own.</del> Staff/volunteers advised to wash outer clothes after cleaning duties. (overalls not needed, as volunteers are to work alone or outside, distanced)	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>Hall Cleaner</b>	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths.	Stay at home guidance if unwell at entrance and in Main Hall. Hall Cleaner to provide their own gloves and (optional) overalls & advised to wash outer clothes after cleaning duties.	Staff/volunteers to be given 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.
PRC Volunteers and Hall Cleaner	During Deep Cleaning after report of suspected Covid carrier in Hall	Gloves, masks, disposable aprons to be provided.  Pay professional contractor to do deep clean	Action if this occurs Volunteers & contractors will be warned immediately (using WhatsApp group & other channels) if someone is tested positive for COVID-19 who has been on the premises.
<b>Contractors and volunteers</b> who are either extremely vulnerable or over 70.	Potential for infection from earlier Hall user. Mental stress from handling the new situation.	People in the vulnerable category are advised not to use Hall for the time being. 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.	Volunteers & contractors will be warned immediately (using WhatsApp group & other channels) if someone is tested positive for COVID-19 who has been on the premises.  It is important people know they can raise concerns.
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people	<b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b>	Transitory lapses in social distancing in outside areas are less risky, the main

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	congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	<b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b>	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. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</b>	Mark one-way system; in through main door, out through porch door.  Hand sanitiser to be checked twice weekly.  Increase cleaning of handles & switches by cleaner and by adding a condition to hiring agreement
Large Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. 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. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b>	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.
Upholstered seating	Virus may remain on fabric. 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 more frequently.	<b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</b>	Latest reports suggest fabric is low risk, but discuss ways to reduce. Quarantine area for “used chairs”, for 1 week. Safety gap of several hours between bookings (or one booking per day)
Small Hall	Social distancing more difficult in smaller areas	Small Hall is to be unavailable for hire, and locked.	

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	Door and window handles Light switches Tables, chair backs and arms. Floors with carpet less easily cleaned.		
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	Kitchen is to be unavailable for food and drink preparation. It's only to be open for access to cleaning materials.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.
Store cupboards (cleaner etc): Electricity cupboard Bar	Social distancing not possible Door handles, light switch	No public access. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment) Large storage – table tennis/staging etc. Upstairs room	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	No public access	
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Close all but Disabled Toilet. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. 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.