



Storton Lodge COVID-19 Risk Assessment v3 12th August 2021

This is the COVID-19 risk assessment for Storton Lodge, referred to below as the hall for brevity. This document is created and maintained by the Storton Lodge Executive Committee. It is intended to cover the use of the hall by groups, and to cover maintenance activities and committee meetings. A key part of the risk assessment is the identification of a lead user for each event taking place in the hall. This person is responsible for record keeping and ensuring that other users follow the COVID-19 H&S guidelines for the hall.

As a condition of hire, all hirers of Storton Lodge must complete their own risk assessment of how they are going to use the premises safely. Unless the booking secretary is advised otherwise, the person hiring the hall will be identified as the lead user and will be responsible for the risk assessment and its implementation.

Important Notes:

1. This COVID-19 Risk Assessment will be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors, trustees and volunteers	Risk of infection to staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks. They could be exposed if a person carrying the virus has entered the premises or falls ill.	"Do not enter: return and stay at home if unwell" guidance notices to be placed at the entrance to the hall. Contractors, volunteers and trustees provided with masks and disposable rubber gloves.	A strict cleaning schedule and work description is used. The hall committee has provided bins in the entrance hall and each room. These are emptied as part of the cleaning procedure.
Staff, contractors, trustees and volunteers	Risk of infection from disposing of rubbish, including waste material containing cleaning materials and cloths.	All rubbish not removed by users will be double bagged in sacks and retained for 72 hrs before disposal. Any person undertaking cleaning to wear PPE: face mask and gloves.	The rubbish store will be in the Leaders' room, which will not be used for any meetings.
Staff, contractors, trustees, volunteers and hall users	Risk of illness or unknowingly transmitting COVID-19 caught from someone at or who has attended the premises	NHS QR code notice will be placed at hall entrance: users can scan this to allow NHS Track and Trace to work, or have their contact details kept for 21 days by the lead user. The lead user must notify booking secretary if someone falls ill to allow immediate communication with staff, contractors and volunteers, and other hall users. The hall will not be entered for 72 hours following notification of an attendee testing positive to COVID-19. Cleaning will take place before the hall is used again.	
Vulnerable users of the hall	Increased risk of infection	Users to include additional measures that should be deployed as part of user risk assessment.	

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Entrance hall – hall users	Risk of infection in “pinch points” and busy areas.	<p>“Pinch points” and busy areas are the entrance door, the entrance to the hall proper and the kitchen and toilets. Lead users are to remind people not to crowd these doorways.</p> <p>Continue to use the hall’s one-way system with separate entrance and exit doors, when appropriate.</p>	
Entrance hall, main hall, storage area, toilets – hall users	Risk of infection from touching door handles, surfaces and light switches in frequent use.	<p>Door handles and light switches cleaning to be part of cleaning routine. Additional cleaning can be done by the lead user before each session as appropriate</p> <p>Hand sanitiser to be provided at entrance and exit of building.</p>	<p>Hand sanitiser needs to be checked regularly as part of the regular cleaning of the hall</p> <p>Cleaning materials are available to users (in the kitchen), for cleaning high contact surfaces and equipment before and after use and if they want to do additional cleaning</p>
Main Hall – hall users	<p>Risk of infection from using SL equipment</p> <ul style="list-style-type: none"> - Tables and chairs - Other eg table tennis tables - curtains 	<p>Users responsible for cleaning equipment before and after use as appropriate and restoring anything taken from the storage room to its original position after use..</p> <p>Users are responsible for cleaning and removing any equipment they bring.</p>	<p>Cleaning materials available in kitchen</p>

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Main Hall – hall users	Risk of infection from breathing in contaminated air	Users are advised to keep the hall well ventilated by opening the fire door into the garden when appropriate. Users are advised to wear face masks when appropriate	
Kitchen	Risk of infection in confined space.. Potential infection from contamination of: Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	The number of people in the kitchen area should be kept to a minimum. Cleaning materials are available to wipe high frequency contacted surfaces.	Kitchen will remain accessible for access to first aid box and cleaning materials
Toilets	Risk of infection in confined space	The number of people accessing the toilets at the same time should be kept to a minimum.	The Executive Committee will ensure soap, paper towels, and toilet paper are regularly replenished, and checked by cleaner between user of the hall by different groups.
Leaders' room and upstairs storage		Not open to general use. Use by Guide and Scout leaders only, and by young people with their permissions.	