



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>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>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance posters if unwell at entrance and in both halls.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p>



<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff/Volunteers in the vulnerable category are advised not to attend the premises for the time being.</p> <p>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, or whether they should cease such work for the time being.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p><b>All Users Of Building</b></p>	<p>Transmission of COVID-19.</p>	<p>Ensure Track and Trace data is held for 21 days.</p> <p>Data for all staff, volunteers and contractors accessing the building will be held for 21 days.</p> <p>Hirers will be required to maintain data of everyone that attends their sessions for 21 days.</p>	



<p><b>Paths and exterior areas</b></p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p>	<p>Ensure 2m social distancing signs are displayed outside where people may queue to enter the building.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p><b>Storage Rooms (furniture/hirer use)</b></p>	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Equipment needing to be moved.</p>	<p>Storage Rooms to remain locked.</p> <p>Hirer to request chairs and tables etc, which will be placed in hall prior to booking.</p> <p>Hirer to clean tables/chairs and equipment before use.</p> <p>Hirer to clean equipment after use.</p> <p>Cleaning spray and disposable tissues provided.</p>	

<p><b>Entrance and Corridors</b></p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p> <p>Waiting in corridors</p> <p>Leaflets and display boards in corridors</p>	<p>Internal doors to remain propped open to remove ‘touch’ points and assist with social distancing.</p> <p>Entrance/Exit to be available via fire door from Main Hall at Canyon and Poplars</p> <p>Entrance/Exit to be available from Small Meeting Room at Poplars.</p> <p>Door handles and light switches to be cleaned regularly by hirer and cleaning staff.</p> <p>All leaflets and posters in corridors to be removed. Noticeboards to be cleared of all information except Covid requirements to prevent gatherings and touching leaflets/posters in these areas.</p> <p>No chairs, tables or benches permitted within entrance or corridors</p> <p>Hand sanitiser to be provided by Stevenage District Scout Council.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
--------------------------------------	--	--	--

<p><b>Main Hall</b></p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between each use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use. Cleaning spray and disposable tissue to be provided.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Reduced capacity to be introduced within buildings. Limits are: Poplars Main Hall - 20 people Poplars Small Hall – 10 people Canyon Main Hall – 20 people</p> <p>SDSC staff/volunteers to perform spot-checks on building usage to ensure hirers limits are adhered to.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
<p><b>Small meeting rooms and offices</b></p>	<p>Social distancing more difficult in smaller areas</p>	<p>Poplars Meeting Room to be limited to 2 people and can only be used when it not required as a corridor to the toilets.</p>	

<p><b>Outside Space</b></p>	<p>Social distancing to be observed.</p>	<p>Up to 30 people may meet outside, within their defined social distancing bubbles, as long as permitted by current government guidance.</p> <p>Access to buildings for facilities must be strictly controlled by the hirer and must not exceed the limits set above at any time.</p>	
<p><b>Toilets</b></p>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Each toilet area to be limited to ONE person.</p> <p>Hirer to clean all surfaces etc before public arrive</p> <p>Posters to encourage 20 second hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows who to contact for re-stocking if needed.</p>



<p><b>Kitchen</b></p>	<p>Social distancing more difficult</p> <p>Door and window handles Light switches</p> <p>Working surfaces, sinks Cupboard/drawer handles.</p> <p>Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and disposable tissue to be provided</p> <p>No hirers food and drink to be stored on the premises. Hirers must bring supplies each time they attend and take away with them. Any supplies left by the hirer will be disposed of.</p>	<p>Cleaning materials to be made available in clearly identified location in the kitchen, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required for a hirer or restricting access.</p>
<p><b>Store cupboards (cleaner and centre equipment etc)</b> <b>Boiler Room</b></p>	<p>Social distancing not possible Door handles, light switch</p>	<p>Public access not required.</p> <p>Manager/Cleaner to decide frequency of cleaning.</p> <p>Access doors to remain locked.</p>	