



Bungay Town Council 10th December 2021

COVID-19 Risk Assessment for hirers of The Town Hall, 1a Broad Street, Bungay NR35 1EE

This document should be read in conjunction with the site plan provided.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff & Building Staff should work from home where possible.</p>	<p>Anyone can catch the virus. Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance in reception area. Member of staff or contractor to undertake all cleaning. Users of the communal rooms to wipe all surfaces and touch points after use, unless a cleaner is attending prior to the next use.</p>	<p>Staff / user groups may need 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.</p>
<p>Visitors Staff, user groups, contractors and volunteers – Those more at risk who could be exposed to the virus. Being able to contact people in the event of a localised outbreak involving anyone who has attended the premises.</p>	<p>Precautions before attending the building. Anyone who is either extremely vulnerable or over 70. Contractors, 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. Mental stress from handling the new situation.</p>	<p>It is recommended that anyone attending meetings takes a lateral flow test immediately prior to their attendance, and if positive offers their apologies. Everyone must wear a face covering. First Aid Kit in Reception area (bottom of stairs) and Kitchen. Record all incidents, however minor. Anyone in the vulnerable category are advised not to attend the premises. Discuss situation with staff / user groups / volunteers over 70 to identify whether provision of cleaning surfaces before they attend the building is sufficient to mitigate their risks. Talk with users regularly to see if arrangements are working.</p>	<p>It is best practice to keep a record of all individuals entering the building, for contact tracing purposes. Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.</p>



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<p>Entrance & Reception Area</p>	<p>Social distancing is not observed as people congregate before entering premises. People drop face coverings or tissues.</p>	<p>Ensure that the entrance door is set to open automatically during opening times, to avoid queuing. Position clear signage stating only one person to enter the building at a time. 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. Ordinary daily litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance, Reception Area, External Lobby and Internal Stairs.</p>	<p>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.</p>	<p>Pinch points identified include the outside Lobby area, and the stairs. A safe area is designated for anyone who becomes unwell whilst waiting for support. , Signage indicating a 'give way' system in the lobby and on the stairs. Door handles and light switches to be cleaned by staff and cleaners. Hand sanitiser provided in key locations and refilled regularly.</p>	<p>Hand sanitiser needs to be checked daily and replenished routinely. Bins provided in all areas for easy disposal of tissues, etc.</p>
<p>Chambers Meeting Room. Tier 1 - Rule of 6 applies. Tier 2 - No mixing outside bubble. Tier 3 – Closed to public.</p>	<p>Wearing of face coverings mandatory. Door handles, light switches, window catches, tables, desks, chair backs and arms. Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by users before and after use, and by cleaning contractors. Social distancing guidance to be observed by users. Signage in place to encourage users to wash their hands regularly</p>	<p>Any chair adaptations, cushions or covers should be used only by the provided and removed after use. Open windows to provide good ventilation. Check and replenish hand sanitiser regularly.</p>



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Offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Shelving and filing cabinets.	These room should only be used by staff members, Lone working policy applies. Surfaces and equipment to be cleaned regularly, and all areas where contact is made.	Staff members should work from home where possible.
Kitchen and hallway	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge, Crockery/cutlery, Kettle/hot water boiler, Microwave	Only one person in this area to ensure social distancing. Staff must clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hand sanitiser, liquid soap and paper towels should be regularly replenished. Food should be prepared off the premises.	Cleaning materials are clearly identified and available for use. These must be regularly checked and re-stocked, as necessary.
Cleaning Store	Social distancing not possible Door handles, light switch	Access is only available to the cleaning contractor & staff.	Keep locked. Keys are not provided to the public.
Storage of tables and chairs	Equipment needing to be moved where not normally in use.	User to clean equipment before and after use.	Avoid using these where possible.
Toilets	Social distancing difficult. Surfaces in frequent use door handles, light switches, basins, toilet handles, seats etc. There are no baby changing facilities within the toilet area.	Signage stating male and female toilets, one person at a time. Hirer to clean all surfaces in addition to cleaning contractor. Liquid hand wash and paper towels provided.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Former Cash Office, CCTV (ATM) Stationery Room	Intruders, risk of assault. Call 999 immediately. If cash is	Room door to remain locked at all times. Internal and external doors	The ATM is monitored and alarmed. The intruder alarm



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	exchanged, wash hands thoroughly.	leading to offices to remain locked at all times. Entrance protected by CCTV camera, images monitored from within the office.	should be armed when the building is unoccupied. External lights to remain on during hours of darkness.