

Covid-19 Risk Assessment

Assessment Date: 05/04/2021

Review Date: 17/05/2021

Completed By: Jessica Bennett

Overview: To outline risks and measures put in place to protect staff, volunteers, users (members of the public, studio holders, hirers & partners) and contractors from the spread of Covid-19. Separate risk assessments are to be carried out by The Free Range Café, We Are Undressed and hirers.

As of 12th April 2021, Trowbridge Town Hall will only host a small number of exempt activities. Details on these activities can be found [here](#). The Free Range Café will be takeaway only. We Are Undressed and Uncover will be fully open.

Hazard	Who might be affected?	Control Measures	Additional Controls	Action by who?	Completed
Virus being transmitted in public areas	Staff Volunteers Building users Contractors	Hand sanitiser available on entry. Hand washing facilities available. Members of the public and staff are required by law to wear a face covering in public areas of the	Install a sneeze guard for TH shop staff member/ volunteer.	Venue manager/ Duty manager	Ongoing

		<p>building, and the Uncover and We Are Undressed. Only when seated at the café can a face covering be removed, or during a private hire where a risk assessment has been completed to ensure mitigations are in place. (Café closed until 17/05/21).</p> <p>Markers on the floor as distance guidance.</p> <p>One-way system throughout the building where possible.</p> <p>Clear signage asking people to use hand sanitiser before entering the building and instructions for handwashing techniques are displayed in each toilet.</p> <p>Doors are to be propped open to minimise use of door handles. Any fire doors that are temporarily</p>			
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		<p>propped open will be included in our fire evacuation procedure.</p> <p>Hand rails and door handles throughout the building are to be disinfected on a regular basis.</p>			
Virus being transmitted via staff and volunteers	Staff Volunteers	<p>Staff to work from home where possible.</p> <p>Staff who are clinically vulnerable/shielding will only work from home.</p> <p>Staff and volunteers are requested to wash/ sanitise their hands when they arrive at work.</p> <p>Maximum number of staff in the office following 2m distancing guidelines is 3 people.</p> <p>Rotas will rotate to avoid more than 3 people working within the office.</p>	<p>Regular reminders to staff and volunteers on the importance of social distancing and hand washing.</p> <p>Volunteers to be briefed before shifts.</p>	All Staff Volunteers	Ongoing

		<p>Staff to have dedicated working spaces which they will clean daily before leaving.</p> <p>Volunteers to clean their working space before leaving.</p> <p>Meetings to be held online where possible.</p> <p>When carrying out cleaning of public areas, staff will wear disposable gloves.</p> <p>Staff and volunteers should wash hands after use of communal equipment.</p>			
Mental health of staff & volunteers		<p>Weekly team zoom meetings between staff.</p> <p>Weekly newsletters to volunteers.</p>	Line managers to keep in regular contact with staff & offer additional support.	Director/ Venue manager	Ongoing
Test and Trace	Staff Building users	In accordance with guidelines, NHS Test & Trace QR codes are on display throughout the building.		Hirers Venue manager	

		<p>The Free Range Café has a separate QR code from the rest of the building. (Café closed until 17/05/21).</p> <p>Anyone dining in at the Free Range Café is required by law to leave details for Test & Trace. It is not enforced in other public areas of the building, but members of public and staff are encouraged to check in. (Café closed until 17/05/21).</p> <p>TTH provides paper forms for those who do not have the NHS Covid-19 app.</p> <p>Hirers are responsible for ensuring group members details are collected for Test & Trace.</p> <p>Paper forms collected by TTH will be stored securely for 21 days and then</p>	<p>Hand sanitiser positioned at stations where forms are completed.</p>	<p>Bookings coordinator</p>	
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		destroyed. This information will only be shared for the purpose of NHS Test & Trace.			
Virus being transmitted in hired spaces	Building users Staff	<p>TTH requires that all hirers carry out their own Covid-19 Risk Assessment ahead of their booking to be kept up to date with relevant changes.</p> <p>TTH requires that hirers comply with TTH Covid T&Cs.</p> <p>TTH requires that hirers keep a temporary record of their attendees for 21 days, keeping in line with GDPR.</p> <p>Hirers must enforce social distancing measures within the hired spaces.</p> <p>Hand sanitiser available in hireable spaces.</p>	Regular communication with hirers to provide and updates on changes of procedure.	Hirers Bookings coordinator Venue manager All staff	Ongoing

		<p>Hard surfaces to be disinfected between uses. (Door handles, light switches, tables, socket switches) When cleaning electrical switches extreme care must be taken. Spray a paper towel with disinfectant and wipe the switch, making sure not to go near the socket with any liquids.</p> <p>Soft furnishings in hired spaces are sprayed with disinfectant between each use or quarantined for 72 hours.</p>			
Toilet cleanliness & social distancing	<p>Building users Staff Volunteers Contractors</p>	<p>Door into G/F female toilets wedged open.</p> <p>G/F male toilets closed due to inability to social distance. Accessible toilet signposted instead.</p> <p>TTH staff will carry out regular cleaning on commonly touched areas such as door handles/ push plates, taps, soap dispensers, toilet flushes and toilet seats. A cleaning rota/</p>		Venue manager/ Duty manager	Ongoing

		<p>checklist will be on display in each toilet.</p> <p>Deep cleans of the toilets including mopping the floors and bleaching toilets will be carried out by contracted cleaners.</p>			
Confirmed case of Covid-19	<p>Building users Staff Volunteers Contractors</p>	<p>If anyone becomes unwell with a new or continuous cough or high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>Anyone who has had close contact with a suspected or confirmed Covid-19 case should self-isolate for 14 days.</p>		All staff	Ongoing

		Cleaning guidance following a confirmed or suspected case of Covid-19 will be followed.		Venue manager/ Duty manager	
Spread of Covid-19 in the Art & Book Shop within Trowbridge Town Hall	Building users Staff Volunteers	<p>Members of the public are required by law to wear a face covering when in the shop.</p> <p>The till point/ front desk will be cleaned in between use by different members of staff/ volunteers.</p> <p>Hand sanitiser will be available at the till point.</p> <p>A plastic screen will be in place at the till point to protect staff, volunteers and customers.</p> <p>Card payments are encouraged over cash payments. Staff and volunteers will sanitise hands immediately after handling cash.</p>		Front of house staff/ volunteer	

		Customers are reminded of the 2 metre social distancing rule from staff, posters around the building and floor stickers.			
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