

MINCHINHAMTPON MARKET HOUSE COVID-19 RISK ASSESSMENT

AREA	RISK IDENTIFIED	ACTION TO BE TAKEN	NOTES
Undercroft and entrance	Social distancing Pinch point at doorway Outside entrance area can be untidy	A4 sign to emphasise social distancing on outside door. Tape to be laid at doorway and entrances to Undercroft to indicate required social distancing. Area outside entrance door to be kept clear and cleaned after use.	Current Government guidelines are for 2 metres social distancing
Entrance area	Pinch point	Hand sanitisers to be provided near the door together with A4 sign re hand cleansing. A4 sign reminding of the need to wear face masks. Tape to show social distancing and arrows marked on stairs to show one-way system ie In via main staircase / out via rear fire door/staircase. Waste bin provided for rubbish together with A4 sign saying "catch it, bin it kill it".	Face masks required by Government guidance from 8 th August.
Toilets	Social distancing is difficult Several surfaces at risk of contamination.	A4 sign on toilets doors stating only one person to use facilities at a time. Hand sanitisers, soap, paper towels and toilet rolls to be provided. A4 sign in toilets recommending 20 second hand washing. Toilets to be cleaned at the start and finish of every day of a hire.	
Chair lift	Potential contamination	To be cleaned after every function in the hall	

Top (hall) entrance	Pinch point	Hand sanitisers to be provided together with A4 sign re hand cleansing. Waste bin to be provided for rubbish, together with A4 sign saying "catch it, bin it, kill it".	
Main hall	Social distancing Touching chairs and other surfaces Touching curtains and blinds Maintaining good ventilation	A4 sign stating social distancing All touchable surfaces, including chairs and blinds to be cleaned after each use A4 signs to indicate curtains NOT to be touched. A4 sign showing windows to be opened at the start of a use and closed at the end.	Current Government guidance recommends 2 metres separation. Government guidance recommends windows/doors be kept open for ventilation, where possible.
Stage	Stage curtains	A4 signs indicating that stage curtains are not to be touched unless stage needs to be used as isolation place for anyone showing signs of Covid-19 infection. In such an event stage and curtains (where touched) to be thoroughly cleaned after use.	See Market House Covid-19 policy.
Upper Staircase		To be marked "out of use"	
Kitchen	Social distancing difficult. Lots of potential surfaces for contamination	A4 sign to say only one person to use the kitchen. Face masks to be worn. All surfaces to be cleaned before and after use. Hand sanitisers and paper towels to be provided.	Use of the kitchen will be permitted on a case by case basis – see Market House Covid-19 policy
Rear fire door	Pinch point	A4 sign relating to social distancing "EXIT" sign Waste bin for rubbish together with A4 sign saying "catch it, bin it, kill it".	Current Government guidelines are for 2 metres social distancing

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