

Wem Town Hall

Covid-19 Risk Assessment

Wem Town Hall Community Trust

General Operational Days

Description of Activity:

Wem Town Hall open from 1st August for visitor enquiries and cafe usage with table service provided.

Hazards

Coronavirus (Covid-19)

Who might be affected:

Staff Members

Volunteers

Visitors

Contractors

Vulnerable groups: Elderly, Pregnant females, those with existing underlying health conditions

Date of assessment: 23/07/2020

Undertaken By: Rose Horner, Sarah Zacharek, Pamela King

The duty manager has overall responsibility for checking that procedures and controls are carried out effectively by staff and volunteers.

Controls in Place	Detail	By Whom	Completed by
Separate entry and exit doors at front of building. (Please note this changes on Thursday market day where the one way system leads to exit at back of the building. This is due to higher numbers of footfall please see separate RA for Thursday market for information)	Staff member/volunteer at Reception greeting visitors, signage noting separate entry/exit. Floor markings to indicate where people should stand at Reception desk.	staff/volunteers on duty	Daily from 01/08/2020
Reception and Gallery area modified with less tables and cover numbers to accommodate social distancing	All tables and seating areas are cleaned before and after customers visit with antibacterial spray. Dividing walls set up in gallery to create three distinct seating areas. Staff will take orders and bring orders to the customers. Gov. Guidance will be followed including taking customer details for track and trace.	staff/volunteers on duty	30/07/2020
Reduced tableware	No marketing materials will be displayed on tables, cutlery and condiments will be brought to tables and single use sachets used where possible. Paper single use menus will be used and disposed of after each customer has used.	Staff on duty	01/08/2020, ongoing
Queue management	A socially distanced queue inside (3 people max) and outside will be managed by staff/volunteers to adhere to capacity and social distancing. A separate area for queue to order takeaway drinks from cafe has been designated and clearly marked with a roped off area.	staff/volunteers on duty	01/08/2020, ongoing
Hygiene - hand sanitising	All staff members, volunteers, stall holders and contractors to wash their hands for minimum 20 seconds with soap as per guidelines upon entry of building. Visitors to use hand sanitiser gel upon entering venue. Additional sanitiser points are in operation by cafe, by toilets and at the exit of the building.	staff/volunteers on duty/customers	01/08/2020, ongoing

Staff/volunteer health check	All staff and volunteers attending the venue to perform a role will undertake a temperature and well being check prior to commencing any work.		
Cleaning of surfaces	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as sanitiser stations and reception desk.	staff/volunteers on duty	02/07/2020
PPE - Face coverings	All staff and volunteers will wear a mask/visor whilst undertaking their duties. Washable facemasks and visors have been provided and staff have attended training on how to look after and maintain their PPE. From 24/07/20 face coverings are mandatory to enter the building. Staff/volunteers will not allow entry to those without masks unless the individual has reason not to wear one as per government requirements.	staff/volunteers on duty	01/07/2020 updated from 24/07/2020
Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.	Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	staff/volunteers on duty	01/08/2020, ongoing
Cafe counter for take away orders only	PVC screen has been installed at ordering/serving point to protect staff and customers. Markers on floor to display where to stand. Drinks served in disposable cups.	staff/customers	01/08/2020, ongoing
Payments via card where possible	Signage at venue to encourage customers to pay via card not cash. Sanitising wipes available to clean card machine after each use. Staff members to wash hands/use alcohol gel immediately after handling cash.	staff on duty	01/08/2020, ongoing

Symptoms of Covid-19	<p>If anyone becomes unwell with a new continuous cough, a high temperature, or loses their sense of taste/smell in the workplace they will be sent home and advised to follow the stay at home guidance and book a test immediately.</p> <p>Line managers will maintain regular contact with staff members & volunteers during this time.</p> <p>If advised that a member of staff, volunteer, or member of public has developed Covid-19 and were recently visiting the venue the venue management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	All staff and volunteers	01/08/2020, ongoing
Toilets	<p>Disabled toilet facilities open, checked and surfaces wiped on regular basis. Cleaning schedule on back of door to record cleaning. Antibacterial sanitiser made available in toilets for customers to wipe surfaces as and added precaution. Hand sanitiser provided at exit point. (Toilet opened from 23/07/2020)</p>	Staff	01/08/2020, ongoing