

**Combe Reading Room – Covid-19 Risk Assessment, October 2020**

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<p><b>Caretaker, 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><b>Stay at home guidance if unwell to be posted at entrance.</b></p> <p><b>Staff/volunteers provided with gloves.</b></p> <p><b>Contractors provide own.</b></p> <p><b>Follow PHE guidance if deep cleaning is required.</b></p>	<p>Cleaning protocol discussed with caretaker.</p> <p>A room hire interval of 72 hours will mitigate against the need for a deep clean.</p>
<p><b>Caretaker, 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>Caretaker or volunteers carrying out cleaning, caretaking or internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p><b>Discuss and review risks with caretaker, volunteers and vulnerable people as the situation unfolds and as national/local guidelines change.</b></p>	<p>Vulnerable volunteers identified.</p> <p>Caretaker and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>

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<p><b>Paths/garden areas</b></p>	<p>Social distancing is not observed as people congregate for an event.</p> <p>People drop tissues.</p>	<p><b>Mark out 2 metre waiting area when queuing for an event, e.g. pop-up stall.</b></p> <p><b>Remove any rubbish using plastic gloves.</b></p>	<p>Queuing to take place on the Little Green outside the Reading Room. Marshal to oversee queuing.</p>
<p><b>Entrance hall/lobby/corridors</b></p>	<p>Possible 'pinch points' and busy areas where risk that social distancing is not observed.</p> <p>Door handles, light switches in frequent use.</p>	<p><b>Users asked to observe social distancing rules and wear face masks when entering and exiting the building.</b></p> <p><b>Door handles and light switches to be cleaned regularly.</b></p> <p><b>Hand sanitiser to be provided by entrance.</b></p>	<p>Hand sanitiser to be checked weekly.</p>
<p><b>Main Room</b></p>	<p>Door handles, light switches, window catches, tables, chair backs, and pull cords on blinds.</p> <p>Social distancing.</p>	<p><b>Door handles, light switches, window catches, tables, chairs and pull cords to be cleaned by hirers.</b></p> <p><b>Maximum capacity is 6 people, socially distanced. Hirers to wear masks and sanitise hands regularly.</b></p>	<p>A room hire interval of 72 hours will mitigate against the need for a deep clean.</p>

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<p><b>Kitchen</b></p>	<p>Social distancing more difficult.</p> <p>Door and window handles, and light switches.</p> <p>Working surfaces, sinks.</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer, kettle.</p> <p>Crockery/cutlery</p> <p>Cooker/microwave</p>	<p><b>Maximum of two people to use the kitchen at one time to facilitate social distancing.</b></p> <p><b>Hirer to clean all areas likely to be used before use.</b></p> <p><b>Wash and dry the crockery and cutlery after use, and leave on the table.</b></p> <p><b>Hand sanitiser, soap and paper towels to be provided.</b></p> <p><b>Face masks should be worn.</b></p>	<p>A room hire interval of 72 hours will mitigate against the need for a deep clean.</p> <p>Clean crockery and cutlery to be left on the table in the kitchen after use rather than being returned to the cupboards.</p>
<p><b>Store cupboards</b> (cleaner etc)</p>	<p>Door handles, light switch.</p>	<p><b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></p>	
<p><b>Storage Rooms</b> (furniture/equipment)</p>	<p>Social distancing more difficult.</p> <p>Door handles in use.</p>	<p><b>Hirer to clean equipment before and after use.</b></p> <p><b>Hirer to control accessing and stowing of equipment to encourage social distancing.</b></p>	

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<p><b>Toilet block</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><b>Hirer to control numbers accessing toilets - only one person at a time to enter/exit the toilet block.</b></p> <p><b>Hirer to clean all surfaces etc. before public arrive unless precleaned.</b></p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>
<p><b>Outdoor events/pop-up stall</b></p>	<p>Handling cash.</p> <p>Controlling numbers of people.</p>	<p><b>Cash payments/donations to be handled by one individual wearing gloves.</b></p> <p><b>The Reading Room’s pop-up stall will use a cash box for payments, and no change will be given.</b></p> <p><b>Restrict numbers attending events in the garden to 15.</b></p>	<p><b>The pop-up stall</b> will: make available hand sanitisers, use a socially distanced queuing system, use a marshal to oversee the queue, restrict numbers in the garden to 6 visitors, provide exit and entrance signs, discourage touching of produce before purchase, restrict the toilet block use to volunteers, and provide gloves for volunteers.</p>
<p><b>Outdoor spaces: Long Room and Barn</b></p>	<p>People at risk: clinically vulnerable children or adults, older relatives.</p>	<p><b>Sun and rain reduce the period over which the virus remains active.</b></p> <p><b>Maintain social distancing and limit numbers to 15.</b></p>	

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