

What are the hazards?	Who affected?	Hazard Identified	Controls Required	Details
Spread of Covid-19 Coronavirus	Volunteers/Stewards Staff/Trustees Visitors/Attendees Cleaners Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Contractors Anyone else who enters the building	Contact with virus via surfaces	Hand Washing	Liquid Soap to be provided in the toilets, kitchen and Buttery with paper towels Posters throughout building reminding of guidelines re. hand washing, especially in kitchen, toilets and Buttery.
			Hand Sanitising	Wall mounted hand sanitizer to be provided at the entrance/exit to the building Posters to be installed by hand sanitiser reminding people to use them. Stewards to ask visitors to use hand sanitiser.
			PPE for stewards	Gloves - possibly cotton? Face masks
			Discouragement from sharing personal items	Training of stewards
			Cleaning	Surfaces easily contaminated to be identified (e.g. toilets, door handles, donations box, etc) and to be cleaned regular with anti-viral spray and paper towels. Sanitise izettle after and before every use Ensure money from donations box is handled safely. Disposable gloves to be used when counting and bagging. Weekly deeper cleaning Waste disposal policy Consider contactless donations machine and encourage donations to be made on-line. Provide disposable guides and remove laminated/re-usable copies
			Social Distancing	Introduce a one-way system Mark hazard/2m lines to reinforce social distancing - <i>this needs to be achieved in a way that respects the building</i> Limit number of people in the house - consider timed tickets Only open the ground floor, avoiding pinch point on staircase or Limit staircase to only person at a time with signs advising and/or steward monitoring Block entrance to Buttery with table and serve beverages in disposable cups. Payment to be made on an honesty basis. Remove all dressing up cloths, toys, cushions and books, including poetry books Remove tables and chairs except for use by stewards Identify areas where visitors and participants are likely to bunch up and put in place measures to disperse them Open only one toilet and then only by requesting access. Toilet and cubicle to be sanitised immediately after use.
			Track and Trace	Keep contact details of visitors - through Eventbrite for online tickets and manual system for walk-ins. The manual system must avoid sharing of items e.g. pens
			Self Isolating	If anyone becomes unwell with a new continuous cough, a high temperature or a loss or change to their sense of smell or taste must not enter the building. If in the building they must go home immediately. Government guidelines to be followed re. track and trace.
			Emergencies/First Aiders	Additional guidance needed for First Aiders - assistance to be provided as a distance, where possible Provide all required PPE