

COVID-19 Risk Assessment for WADS Community Centre V4 – 24th October 2020

The management committee have carried out this risk assessment of the village hall to control the risks of COVID-19 for people who use the hall and are involved in its maintenance and upkeep.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

The potential risks are colour coded as follows:

Red – **High Risk**

Orange – **Medium Risk**

Green – **Low Risk**

Area or People at Risk	Risk identified / Level	Control Measures	Notes
All users, volunteers, contractors	<p>Person to person transmission of COVID-19 by aerosol droplet and close contact.</p> <p>Person to object transmission of COVID-19</p>	<ul style="list-style-type: none"> • Face coverings to be worn at all times when inside the centre except during exercise when coverings may be removed if required. • Social distancing required at all times. • Stay at home guidance if unwell at all entrances and in Main Hall. • Hands washed or sanitised on entry to centre. • Cleaning of rooms – see individual rooms below. 	<p>Advice posters to be put at all entrances.</p> <p>Sanitiser points at all entrances.</p>

Area or People at Risk	Risk identified / Level	Control Measures	Notes
<p>Cleaning of premises</p> <p>Contractors and volunteers</p> <p>Occasional Maintenance workers.</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 COVID-19 on the premises.</p>	<ul style="list-style-type: none"> • Volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own PPE. • Volunteers advised to wash outer clothes after cleaning duties. • Volunteers given PHE guidance and PPE for use in the event deep cleaning is required. 	<p>Cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p>
<p>Contractors and volunteers working in the centre</p>	<p>Volunteers who are either extremely vulnerable or over 70 exposed to COVID-19</p> <p>Volunteers and contractors carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<ul style="list-style-type: none"> • Volunteers and contractors in the vulnerable category are advised not to attend work for the time being. • Volunteers and contractors need to be notified if someone who has been on the premises has tested positive for COVID-19. • Talk with trustees and volunteers regularly to see if arrangements are working. 	<p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Car Park/paths/ patio/exterior areas</p> <p>All Users</p>	<p>Social distancing is not observed as people congregate before entering premises. Risk of COVID-19 transmission.</p>	<ul style="list-style-type: none"> • Users advised to wait in cars until previous users have left the building. • Notice to remind users about social distance whilst queuing to enter. • Cleaner asked to check area outside 	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p>

Area or People at Risk	Risk identified / Level	Control Measures	Notes
	People drop tissues, face masks – possible contamination.	doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Main Entrance hall/lobby/corridors All Users	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Contamination of door handles, light switches in frequent use. Possibility of COVID-19 transmission	<ul style="list-style-type: none"> • F1 users to enter and exit through fire doors. • Main Hall to enter and exit through main doors. Create one-way system and provide signage. • Door handles and light switches to be cleaned on arrival and on leaving by user. • Hand sanitiser at all entrances to building. All users asked to sanitise hands on entrance and exit from building. 	Provide more bins, in entrance hall, each meeting room. Empty regularly. Hand sanitiser needs to be checked daily.
Main Hall All Users	Door handles, light switches, window catches, tables, chair backs and arms may be contaminated. Possibility of person to person and person to object COVID-19 transmission.	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use. • Social distancing guidance to be observed by hirers in arranging their activities. • Hirers to be encouraged to wash hands regularly. • Maximum of 30 users at any one time. 	Provide hand sanitiser and cleaning solution. Conditions of hire Conditions of hire

Area or People at Risk	Risk identified / Level	Control Measures	Notes
<p>F1, F2, F3 and F4 rooms</p> <p>All users</p>	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles Light switches, tables, chair backs and arms may be contaminated.</p> <p>Floors with carpet tiles less easily cleaned.</p> <p>Risk of crowding (lack of social distancing on entry and exit) if more than one room occupied at the same time.</p>	<ul style="list-style-type: none"> • Recommend hirers hire larger meeting spaces. • F1 - Maximum of 20 users at any one time. • F2 – maximum of 12 users at any one time • F3 – maximum of 12 users at any one time • F4 – maximum of 10 users at any one time • Surfaces and equipment to be cleaned by hirers before and after use or by hall cleaner. • Rooms with carpeted floors not hired for keep fit type classes. • F1 - Organiser to enter through main door and open fire doors for users to enter and exit. • F2 & 3 – enter via rear door. • F4 – enter via external door. 	<p>Conditions of hire</p> <p>Provide hand sanitiser and cleaning solution.</p> <p>Hand sanitiser to be checked daily</p>
<p>Kitchen</p> <p>All Users</p>	<p>Social distancing more difficult Use of kitchen equipment – risk of contamination with virus.</p>	<ul style="list-style-type: none"> • All equipment used to be thoroughly cleaned after use. • All work surfaces, door handles, light switches, taps and fridge etc. to be 	<p>Conditions of hire Notice to be put in kitchen detailing cleaning requirements.</p>

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		<p>sanitised after use.</p> <ul style="list-style-type: none"> All rubbish to be removed by hirer. 	
Store cupboards (cleaner etc)	Contamination of door handles, light switch	<ul style="list-style-type: none"> Public access unlikely to be required. Cleaner to decide frequency of cleaning. 	
Storage Rooms (furniture/equipment) All users	Social distancing more difficult Contamination of door handles. Contamination of equipment needing to be moved	<ul style="list-style-type: none"> Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing. 	Conditions of hire
Toilets All users	Social distancing difficult. Contamination of surfaces in frequent use: door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<ul style="list-style-type: none"> Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Tape off alternate sinks and urinals to facilitate social distance. Hirer to clean all surfaces etc before and after use. Lidded pedal bins provided for waste and paper towels Posters to encourage effective 20 second hand washing. 	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.
Boiler Room Contractors (caretaker), volunteers	Contamination of door handle, light switch, other surfaces. Social distancing not possible	<ul style="list-style-type: none"> No Public access. All surfaces to be cleaned after use. 	
Stage Users booking the stage	Contamination of curtains and stage contents	<ul style="list-style-type: none"> Only one person allowed on the stage at any time. 	

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		<ul style="list-style-type: none"> • Any switches used to be sanitised after use. 	
Outside Changing rooms and toilets Users, volunteers, contractors	Contamination of surfaces in frequent use: door handles, light switches, basins, toilet handles, seats etc.	<ul style="list-style-type: none"> • Currently not in use 	
Events	Handling cash and tickets Too many people arrive at once	<ul style="list-style-type: none"> • Advise all bookings to be cashless payments where possible. • Allow sufficient time between bookings to allow for cleaning. 	