

COVID-19 Risk Assessment for WADS Community Centre V5 – 22nd July 2021

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>	<p>Face coverings are recommended to be worn at all times when inside the centre, except during exercise or eating, when coverings may be removed if required.</p> <p>Social distancing is recommended at all times.</p> <p>Stay at home guidance if unwell at all entrances and in Main Hall.</p> <p>Hands washed or sanitised on entry to centre.</p> <p>Cleaning of rooms – see individual</p>	<p>Advice posters to be put at all entrances.</p> <p>Sanitiser points at all entrances.</p>

<p>Cleaning of premises</p> <p>Contractors and volunteers</p> <p>Occasional Maintenance workers.</p>	<p>Surfaces contaminated by people carrying the virus.</p> <p>Contaminated rubbish e.g. tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with COVID-19 on the premises.</p>	<p>rooms below.</p> <p>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>	<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>	<p>Volunteers and contractors in the vulnerable category are advised not to attend work unless fully vaccinated.</p> <p>Volunteers and contractors need to be notified if someone who has been on the premises has tested positive for COVID-19.</p> <p>Talk with trustees and volunteers regularly to see if arrangements are working.</p>	<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.</p> <p>Lower risk of COVID-19 transmission.</p>	<p>Notice to remind users about social distance whilst queuing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be</p>	<p>Transmission of virus in outside areas is less likely. Ordinary litter collection arrangements can remain in place. Provide plastic</p>

	People drop tissues, face masks – possible contamination.	contaminated, e.g. tissues. Wear plastic gloves and remove.	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	Notice to remind people to observe social distance and recommend wearing of masks. 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.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use. Social distancing and mask wearing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash/sanitise hands regularly.	Provide hand sanitiser. Cleaning solution / wipes to be provided by hirer. Conditions of hire
F1, F2, F3 and F4 rooms	Social distancing more difficult in smaller areas	Maximum room numbers to be observed.	Conditions of hire

All users	<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>	<p>Surfaces and equipment to be cleaned by hirers before and after use or by hall cleaner.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p> <p>F2 & 3 – enter via rear door.</p> <p>F4 – enter via external door.</p>	<p>Provide hand sanitiser.</p> <p>Hand sanitiser to be checked daily</p> <p>Hirer to provide own cleaning wipes / solution.</p>
Kitchen All Users	<p>Social distancing more difficult Use of kitchen equipment – risk of contamination with virus.</p>	<p>All equipment used to be thoroughly cleaned after use. All work surfaces, door handles, light switches, taps and fridge etc. to be sanitised after use. All rubbish to be removed by hirer.</p>	<p>Conditions of hire Notice to be put in kitchen detailing cleaning requirements.</p>
Store cupboards (cleaner etc)	<p>Contamination of door handles, light switch</p>	<p>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p>	
Storage Rooms (furniture/equipment) All users	<p>Social distancing more difficult Contamination of door handles. Contamination of equipment needing to be moved</p>	<p>Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Conditions of hire</p>
Toilets All users	<p>Social distancing difficult.</p> <p>Contamination of surfaces in</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p>

	frequent use: door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Lidded pedal bins provided for waste and paper towels Posters to encourage effective 20 second hand washing.	
Boiler Room Contractors (caretaker), volunteers	Contamination of door handle, light switch, other surfaces. Social distancing not possible	No Public access. All surfaces to be cleaned after use.	
Stage Users booking the stage	Contamination of curtains and stage contents	Any equipment/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.	Any equipment/switches used to be sanitised after use.	
Events	Handling cash and tickets Too many people arrive at once	Advise all bookings to be cashless payments where possible. Allow sufficient time between bookings to allow for cleaning.	