

COVID-19 Risk Assessment for WADS Community Centre V6 – 10th December 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	Person to person transmission of COVID-19 by aerosol droplet and close contact.	<ul style="list-style-type: none">• Face coverings must be worn at all times when inside the centre, except during exercise, rehearsing, choir singing or eating, when coverings may be removed if required.• Social distancing is recommended at all times.• Rooms should be ventilated by opening windows and doors to encourage airflow.• Stay at home guidance if unwell at all entrances and in Main Hall.• Hands washed or sanitised on entry to centre.	Advice posters to be put at all entrances. Sanitiser points at all entrances.

Area or People at Risk	Risk identified / Level	Control Measures	Notes
	Person to object transmission of COVID-19	<ul style="list-style-type: none"> • Cleaning of rooms – see individual rooms below. 	
<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>	<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. 	Cloths should be used on light switches and electrical appliances rather than spray disinfectants.
<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 unless fully vaccinated. • 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.</p> <p>Lower risk of COVID-19 transmission.</p>	<ul style="list-style-type: none"> • Notice to remind users about social distance whilst queuing to enter. • Cleaner asked to check area outside doors for rubbish which might be 	Transmission of virus in outside areas is less likely. Ordinary litter collection arrangements can remain in

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	People drop tissues, face masks – possible contamination.	contaminated, e.g. tissues. Wear plastic gloves and remove.	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"> • Notice to remind people to observe social distance and wear masks. • 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 F1, F2, F3 and F4 rooms All Users	Possibility of person to person and person to object COVID-19 transmission. Door handles, light switches, window catches, tables, chair backs and arms may be contaminated. Social distancing more difficult in smaller areas Risk of crowding (lack of social distancing on entry and exit) if more than one room occupied at the same time. Floors with carpet tiles less easily cleaned	<ul style="list-style-type: none"> • Room to be ventilated by opening windows. • Social distancing and mask wearing guidance to be observed by hirers in arranging their activities. • Users to be encouraged to wash/sanitise hands regularly. • Surfaces and equipment to be cleaned by hall cleaner. • Maximum room numbers to be observed. • F4 – enter via external door. • F2 & 3 – enter via rear door. • Rooms with carpeted floors not hired for keep fit type classes. 	Provide hand sanitiser. Hand sanitiser to be checked daily Conditions of hire

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Kitchen All Users	Social distancing more difficult Use of kitchen equipment – risk of contamination with virus.	<ul style="list-style-type: none"> • All equipment used to be thoroughly cleaned after use by user. • All work surfaces, door handles, light switches, taps and fridge etc. to be sanitised after use. • All rubbish to be removed by hirer. 	Conditions of hire Notice to be put in kitchen detailing cleaning requirements.
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. • 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"> • 	

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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"> • Any equipment used to be sanitised after 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 avoid crowding. 	