

Risk Assessment for Vinters Park Community Centre

Completed June 30th 2020

Area or people at risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers.</p> <p>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>Occasional maintenance work.</p>	<p>Stay at home guidance if unwell on notice boards in entrance and main hall.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors to provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>PHE guidance given and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning.</p>

<p>Staff, contractors and volunteers.</p> <p>Those who could be at risk and the likelihood they could be exposed.</p>	<p>Staff/volunteers who are either over 70 or are extremely vulnerable.</p> <p>Those carrying out cleaning, caretaking or internal maintenance 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>Those who are in the vulnerable categories are advised not to use the building for the time being.</p> <p>Discuss with all those in the vulnerable categories whether the provision of PPE would allay their fears or whether they would be happier not using the building during these times.</p> <p>Liaise with staff/volunteers regularly to see if arrangements are working.</p>	<p>All those who have entered the building will need to be informed immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>It is important people know they can raise concerns.</p>
<p>Car Park and Entrance</p>	<p>Social distancing is not observed as people congregate around entrance before entering building.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2 metre waiting area along front path and in front of doors to encourage social distancing.</p> <p>Ask cleaner to check car park for rubbish which might be contaminated. To wear mask and gloves to remove.</p> <p>As there will be larger time gaps between hirers the car park should not get too full.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate around the doors or for vulnerable people.</p>

<p>Entrance Hall</p>	<p>Possible “pinch point” where social distancing may not be possible to observe.</p> <p>Door handles, light switches in frequent use.</p>	<p>Only one person at a time to enter the entrance hall, the next person only allowed to enter when the previous one has entered the main hall.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided in entrance hall.</p>	<p>Hand sanitiser to be checked daily.</p> <p>Provide a bin in entrance hall and main hall along with nappy sacks for rubbish to be put in and tied off prior to putting in the bin. Empty regularly</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, window blind cords, tables and chairs.</p> <p>Notice boards.</p> <p>Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, window blind cords, tables and chairs to be cleaned by hirers at the beginning of their session.</p> <p>Notice boards to remain clear of all bar official notices.</p>	<p>All hirers to be responsible for cleaning prior to the start of their sessions.</p> <p>Hand sanitiser to be provided.</p> <p>Hirers responsible for ensuring social distancing is adhered to.</p>
<p>Small Hall</p>	<p>Due to the size of this social distancing will not be possible so this will be kept closed for the foreseeable future.</p>		
<p>Kitchen</p>	<p>Social distancing more difficult. Door and window handles, light switches, work surfaces, sink, hand basin, cupboard door handles, fridge, crockery, cutlery, kettle, hot water boiler.</p>	<p>This will be closed to all hirers other than pre-school who will be responsible for cleaning all areas.</p> <p>Hand sanitiser to be provided.</p>	
<p>Cleaners Cupboard</p>	<p>Social distancing not possible. Door handles, light switch.</p>	<p>Public access not permitted. Cleaner to decide on frequency of cleaning.</p>	

Pre-school toilets	Social distancing not possible. Door handles. Equipment needing to be moved into main hall for use. Children and staff using external door for access to garden.	No public access. The pre-school to remain totally in control of the use and cleaning and maintaining social distancing when stowing equipment.	See a copy of the pre-school risk assessment to ensure the correct procedures are being addressed.
Storage Rooms (Equipment)	Social distancing not possible. Door handles in use. Equipment needing to be moved into main hall for use.	Each hirer needs to be responsible for taking out the chairs and tables required and to clean down prior to use. Hirer to control the stowing of equipment at the end of session to ensure social distancing is maintained.	
Storage Room (Pre-school)	Social distancing not possible. Door handles in use. Equipment needing to be moved into main hall for use.	No public access. The pre-school to remain totally in control of the use and cleaning and maintaining social distancing when stowing equipment.	See a copy of the pre-school risk assessment to ensure the correct procedures are being addressed.
Toilets	Social distancing not possible. Surfaces in frequent use – door handles, light switches, mirrors, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	The ladies and gents toilets will be closed for the foreseeable future with sole use of the disabled toilet.	Hand sanitiser, soap, paper towels, toilet paper and cleaning material will be provided and replenished regularly.