

COVID RISK ASSESSMENT Hall, Community Centre and Recreation Ground. October 2022. LLANDDEWI BREFI

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own.	Staff/volunteers may need guidance as to cleaning. The priority should be frequently used surfaces eg tables, sinks, handwash-basins, light switches (cloths not sprays should be used on electrical equipment).
Staff, contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.	Volunteers who are clinically vulnerable or unvaccinated: Staff or volunteers 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. Mental stress from handling the new situation.	Discuss situation with staff/volunteers to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks.	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless he/she agrees it can be shared. It is important that people know that they can raise concerns.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Social distancing still advisable with vulnerable people and those you are not in regular contact with. Risk to hirers/event organisers and to those attending the hall	Risk is people attending mingle with others they are not usually in contact with, which may spread the virus and worry other users.	Adjust hire conditions to cover this. Maintain signage. Discuss hirer concerns with them, as adjustments continue to be advisable eg to seating arrangements.	Event organisers should encourage respect for other people. Avoid raised voices or loud music so that people have to shout to be heard.
Car Park/paths/ patio/exterior areas	People drop tissues and face masks.	Cleaner/caretaker, and all users check doorways for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Outside areas are less risky. Ordinary litter collection arrangements can remain in place.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.	Hand sanitiser needs to be checked regularly. Empty bins regularly.

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Middle room/ Hall/ Snooker room	Door handles, light switches, window catches, tables, chair backs and arms. Projection equipment. Screen.	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hirers.	Cleaning materials and wipes to be made available for use. Provide hand Sanitiser.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Hirer to consider controlling numbers using kitchen. Hirers to clean all areas and wash, dry and stow crockery and cutlery after use.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.
	Cooker/Microwave	Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided.	
Store cupboards	Social distancing not possible	Public access unlikely to be required.	

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Storage Rooms (furniture/equipment)	Social distancing more difficult. Equipment needing to be moved not normally in use	Hirer to consider controlling accessing and stowing equipment to encourage social distancing.	Hirer to social distance when using facilities.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets / showers at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider posters to encourage 20 second hand washing	Ensure liquid soap, paper towels, tissues and toilet paper are regularly replenished. for re- stocking if needed. Supplies kept under the sink unit in the kitchen.
Boiler Room	Social distancing not possible	Public access unlikely.	
Stage	Social distancing Lighting	Hirer to control access and clean as required	

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Changing Rooms	Outdoor toilets can be used by public.	Hirer to wash and clean changing rooms and showers	Cleaning materials and tools available.
Events	Handling cash and tickets. Too many people arrive.	Organisers arrange online systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual wearing gloves/using hand sanitiser.	
Playground, Play equipment etc	People at risk: clinically vulnerable children or adults, older relatives. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by parents.	Sun and rain reduce the risk by reducing the period over which the virus remains active.	