

## Langham Community Centre Risk Assessment COVID-19

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Staff, contractors and volunteers</b> – 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. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p><b>Stay at home guidance if unwell at entrance and in each hired room.</b> <b>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</b> <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b> <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. 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.</p> <p>Mental stress from handling the new situation.</p>	<p><b>Staff in the vulnerable category are advised not to attend work for the time being.</b> <b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p>	<p>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 the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

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Car Park/paths/ patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.                      Parking area is too congested to allow social distancing.                      People drop tissues.</p> <p>Key safe and keys in frequent use.</p>	<p><b>Mark out waiting area outside entrances with stickers to encourage care when queueing to enter.</b>  <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b>  <b>Wear plastic gloves and remove.</b>  <b>Key safe and keys to be cleaned regularly.</b></p>	<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.                      Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
Entrance hall/lobby/corridors	<p>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.</p>	<p><b>Identify "pinch points" and busy areas. Create one-way system and provide signage.</b>  <b>Door handles and light switches to be cleaned regularly.</b>  <b>Hand sanitiser to be provided by hall</b></p>	<p>Hand sanitiser needs to be checked daily.                      Provide bins, in each meeting room. Empty regularly.</p>
Main Hall	<p>Door handles, light switches, fire door bars, tables, chairs.                      Soft furnishings which cannot be readily cleaned between use.                      Cinema equipment.                      Door curtains                      Commemorative photos, displays.                      Social distancing to be observed.</p>	<p><b>Door handles, light switches, fire door bars, tables, chairs and other equipment used to be cleaned by hirers before and after use.</b>  <b>Social distancing guidance to be observed by hirers in arranging their activities.</b>  <b>Hirers to be encouraged to wash hands regularly.</b></p>	<p>Provide hand sanitiser.                      Use old metal chairs in the main hall.                      Regularly use a fabric cleaner on door curtains.</p>

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Small meeting rooms and offices	Social distancing more difficult in smaller areas Door handles Light switches Tables, chair backs. Floors with carpet tiles less easily cleaned.	<b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use. Rooms with carpeted floors not hired for keep fit type classes.</b>	Regularly use a fabric cleaner on door curtains.
Air conditioning and ventilation	Poor ventilation with a risk of aerosols of COVID-19 being spread.	<b>Opening and closing of Velux windows. Low fan for air conditioning and advice from air conditioning installer followed.</b>	Automation of windows for ventilation. Automation of air conditioning.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery Kettle/hot water boiler Cooker/Microwave	<b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery after use. Hirers to bring own tea towels. Soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink for the time being.</b>	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.

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Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</b>	Use metal chairs in the main hall.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Caretaker to clean all surfaces etc before public arrive. Posters to encourage 20 second hand washing.</b>	Ensure soap, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Boiler Room	Door handle, light switch Social distancing not possible	<b>Public access unlikely. Cleaner to decide frequency of cleaning.</b>	
Stage	Curtains Social distancing Lighting controls	<b>Hirer to control access and clean as required.</b>	
Events	Handling cash and tickets Too many people arrive	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.</b>	See National Rural Touring Forum guidance, Section 2.6