

Covid RISK ASSESSMENT

Venue: Birch Hill Community Centre

CARRIED OUT BY: John and Nicola Nicholson (Chair & secretary BHCA)

DATE ASSESSMENT WAS CARRIED OUT: 7th July 2020

DATE OF NEXT REVIEW: 1st September 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleaner, contractors and hirers	Surfaces infected by people carrying the virus.	Stay at home guidance if unwell at entrance and in Main Hall. Cleaner provided with suitable PPE. Contractors provide their own.	
	Disposing of rubbish containing tissues and cleaning cloths.	Extra bins provided which cleaner will empty.	
	Deep cleaning premises if someone falls ill with CV-19 on the premises.	Cleaner to be provided with suitable PPE for use in the event deep cleaning is required.	
	Maintenance/Contractors workers.	Provide own PPE	
	Hirers who are either extremely vulnerable or over 70.	Anyone in the vulnerable category are advised not to attend the centre for the time being.	Cleaner, committee and hirers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.
	Cleaner, hirer or contactor/maintenance worker could be exposed if a person carrying the virus has entered the premises or falls ill.	All hirers to be told that they are responsible for safety of people using Hall during Hire; to satisfy themselves they should clean door handles and switches and sweep hall before use. As they exit they should wipe down door handles and dispose in bin provided in foyer. Hirer to maintain register of attendees if needed for Track and Trace.	Personal information must be kept confidential, unless the agreement has been made to share.
		Talk with cleaner, committee and hirers regularly to see if arrangements are working.	

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Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises.	Automatic door is for entrance only. Pavement will be marked up to show this. Exit will be via door at back of hall, except in the case of emergency when the manual front door is to be used. There will be floor marking to show this.	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.
	Parking area is too congested to allow social distancing.	Hirers encouraged to wait in their cars if there is a queue or waiting to pick someone up. Not to queue outside the centre.	
Foyer and entrance to hall	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.	"Pinch points” entering and exiting the main hall. 2 metre spacing either side of doorway, with signage to proceed one at a time.	
	Door handles, light switches in frequent use.	Door handles and light switches to be cleaned regularly. Hand sanitiser at entrance to hall.	Hand sanitiser needs to be checked regularly.
	Tables and chairs	These will be removed and stored in locked committee room to keep area clear and discourage people congregating.	Provide a bin in the foyer. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.	
	Curtains protecting glass mirrors.	To be left closed and untouched (Signage)	
	Window blinds	Lower two blinds, Not to be used. (Signage to this affect) Upper blinds (Out of reach) to be left open (Signage)	
	Exit door	Floor to be marked up to show exit and hirers to be encouraged to wash hands regularly and when leaving.	Provide hand sanitiser at exit.
	Social distancing to be observed	Social distancing guidance to be observed by hirers in arranging their activities.	

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Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Copier, laminator, shredder.</p> <p>Floors with carpet tiles less easily cleaned.</p>	These rooms will be closed off and hirers will only use the main hall and foyer.	
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>Only the hire leader will be allowed in for the purposes of getting fresh water. Otherwise the kitchen is closed for general use.</p> <p>Hirers to bring their own Food and Drink for the time being.</p>	
Store cupboards (cleaner etc.)	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	Hirer is responsible for cleaning equipment required for use before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.

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Toilets	Social distancing difficult.	Only the disabled toilet to be used as this has the door straight to the foyer with a vacant/engaged sign. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
	Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Air dryer disabled to prevent contamination via air droplets. Paper towels now to be provided. Hirer encouraged to clean all surfaces etc. before group arrive unless cleaner has precleaned out of hours.	
		Signage and posters to encourage 20 second handwashing	
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Contractor entry only.	
One-off' hires	Too many people arrive	No 'one-off' hires to be allowed until guidance changes	