



## **COVID-19 Risk Assessment for re-opening Bedlinog Community Centre – 12/10/2020**

This COVID-19 Risk Assessment is in relation to the re-opening of Bedlinog Community Centre when Welsh government Guidelines allow. The Caretaker and Volunteers will be consulted on the actions that need to be put in place to mitigate the risk of the spread of COVID-19. The risk assessment will also be shared with voluntary organisations which regularly use the hall so that any points they raise can be taken on board as part of the Conditions of Hire of the Community Centre.

A key part of this risk assessment is identifying “pinch points” where people cannot maintain social distancing of 2 metres. For areas which present a problem people will be asked to arrange a waiting system and appropriate signage will be put in place e.g. kitchen/toilets.

### **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 Welsh Government and Merthyr Tydfil County Borough Council.
3. This document is not intended to be comprehensive and is not a substitute for independent professional and/or legal advice.

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 we might like to consider**

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>People congregating at entry/exit points.</p>	<p><b>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own</b> <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b> <b>Follow PHE guidance and PPE if deep cleaning is required.</b> <b>One-way entry/exit system</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>One-way entry/exit system and signage to be implemented in the Community System.</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/volunteers in the vulnerable category advised not to work for time being.</b> <b>Discuss situation with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</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 he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p>Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers. Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.  Risk of virus spread to all attending an activity or event, rather than one group of <math>\leq 6</math>.  People congregating at entry point/exits.</p>	<p><b>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.</b> <b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b> <b>One-way entry/exit system in Community Centre</b></p>	<p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.  One-way entry/exit system and signage to be implemented within the Community Centre.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<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><b>Mark out 2metre waiting area outside all potential entrances with tape 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. Wear plastic gloves and remove.</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	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.	<b>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. 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>	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly. Provide signage about social distancing.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.  People congregating at entry/exit points.	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers.</b> <b>One-way entry/exit system to be implemented in the Community Centre.</b>	Regular cleaning after use of door handles, light switches, window latches, surfaces etc.  One-way entry/exit system and signage to be implemented in the Community Centre.

	<p>Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window blinds Commemorative photos, displays. Social distancing to be observed</p>	<p><b>before use or by hall cleaning staff.</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>Consider removing any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.</p>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p><b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</b></p>	

<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder.</p>	<p><b>Close office to the public/volunteers. Signage for only one member of staff entering at a time to maintain social distancing. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b></p>	<p>May provide a “kettle point” to avoid two groups using the same kitchen.</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers/Cleaner to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Signage for only one person to enter the kitchen at any one time. Hand sanitiser provided.</b></p>	<p>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. Consider closing kitchen if not required or restricting access.</p>

	Cooker/Microwave	<b>Hirers to bring own tea towels.</b> <b>Hand sanitiser, soap and paper towels to be provided</b> <b>Consider encouraging hirers to bring their own Food and Drink for the time being.</b>	
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>	
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Only one person to enter toilet cubicles at one time, with attention to more vulnerable users.</b> <b>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</b> <b>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

Events	<p>Handling cash and tickets Too many people arrive</p>	<p><b>Organisers arrange cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.</b> <b>Cash payments/donations to be handled by one individual wearing gloves.</b></p>	
Playground, Play equipment	<p><b>Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives.</b> If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.</p>	<p><b>Sun and rain reduce the risk by reducing the period over which the virus remains active.</b> <b>If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</b></p>	