COVID-19 Risk Assessment for re-opening Building Community Centres – Ceredigion, August 2020

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your building. You should consider adapting it to suit your own premises as appropriate. You should also look at your building's usual risk assessment and check whether COVID-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance) and the Management Committee of the facility. It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the building so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer.

Where 2m social distancing is not possible, additional control measures will need to be put in place.

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 government and local authorities.

3. This document is intended to be a comprehensive guide, although Ceredigion County Council cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

4. Useful additional guidance:

   o https://gov.wales/safe-use-multi-purpose-community-centres-covid-19

   o https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm

   o https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

   o https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm

The following Risk Framework Matrix will help you identify the Risk score present in your premises **after** you have applied control measures by using the following calculation: **Likelihood X Impact = Risk Score**

	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Almost Certain (5)	5 Medium Risk	10 Medium Risk	15 High Risk	20 High Risk	25 Critical Risk
Likely (4)	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
Possible (3)	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
Unlikely (2)	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
Rare (1)	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Medium Risk

Risk Score explanation:

The Risk score will enable you to identify the areas to prioritise and respond to them accordingly:

Risk Level	Occurrence likelihood	Management
Low Risk (1-4)	Either remote or possible likelihood of occurrence	Accept or manage by following agreed procedures
Medium Risk (5-12)	Either remote, possible or likely chance of occurrence	Manage with agreed review and monitoring procedures, be prepared to halt process and review risk reduction measures
High Risk (15-20)	Is Likely to occur	Halt service resume> review risk reduction measures
Critical Risk (25)	Almost Certain to occur	Halt service resume>review risk reduction measures if applicable> consider re-planning or postponing the service review until organisational risk is reduced

Location / Building	New Quay Memorial Hall	Assessment no.	1		Date	01/09/21
Assessor	Sharon Evans on behalf of NQ Memorial Hall Committee	Position	Treasurer		Agreed by committee (date)	17/09/21

Activity / Process / Guidance:

Safely reopening of multi-purpose building (community centre /village building/church building)

In response to the COVID-19 public health crisis, and as part of the lockdown measures in place since March 2020, multi-use facilities were closed. As part of the Welsh Government's 'Unlocking our Society and Economy' roadmap published on May 15th, it is indicated that reopening elements of multi-purpose buildings would start in the 'Amber' stage and would fully reopen in the 'Green' stage. During an announcement on the 17th of July, it was confirmed community buildings would be able to increase their activity, helping local authorities provide summer holiday play schemes and childcare from July 20th. During an announcement on August 7th, it was confirmed community centres would be able to reopen for all activities allowable in the Regulations. It remains at the discretion of managers of community centres over when they consider it safe for any activity permitted by legislation and may decide to remain closed if they if they are not able to safely follow the advice and relevant guidance to make the premises COVID-19 secure.

- Community centres, village buildings, and other multi-use community facilities support a wide range of local activity. However, their communal nature also makes them places that are vulnerable to the spread of coronavirus (COVID-19). Many community facilities are also workplaces and those responsible for these premises should therefore be aware of their responsibilities as employers. In addition, all premises open to the public are obliged by law to take all reasonable measures to prevent the spread of coronavirus. As part of the plans to reopen, this risk assessment should be read in conjunction with other, current risk assessments already in place.

This document will be regularly reviewed and updated particularly in light of changes to government guidance, lessons learned and any other examples of best practice elsewhere. This will be the responsibility of the building manager

Latest information about Welsh Government guidance for Safe use of multi-purpose community centres (COVID-19) is available on WG website:
https://gov.wales/safe-use-multi-purpose-community-centres-covid-19

The potential mitigations are in three categories colour coded as follows:
Red – **Actions based on Government advice (i.e., should be considered mandatory)**
Orange – **Action that are strongly recommended**
Green – **Actions that you might like to consider**

Area or people at Risk	Hazards Involved	Existing Safety Measures / Controls	What further action is required / Notes	By when	By whom	Risk Score RAG
Facilities / Equipment may have become damaged or defective whilst the facility has been closed	- General building safety, lighting, flooring, kitchen electrics, heating (including boiler checks and maintenance) - Legionella - External Safety, paving, tarmac, access points (doors and windows), external lighting, loose roof tiles	- Independent annual inspection carried out every 12 months - Visual inspection to be carried out and risks from damaged or defective equipment to be addressed before opening - Where mains water has been turned off or unused since the close of the premises at lockdown, when it is re-connected, it will need running through to flush away any microbiological residues built up while the water supply was disconnected - Ensure paving tarmac etc. hasn't degraded to a point of creating a trip/fall hazard - Ensure external lighting is in working order	General walk through and visual inspection of building and outside areas completed. Electrical work following re-vamp completed by a local electrician. Legionella testing carried out and passed (29/09/2021) Hall has been cleaned on a regular basis throughout pandemic and water intermittently used.	April May September September and ongoing	Julian Tony Clements Julian organised Julian	4 12 8 2
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 Building. Staff/volunteers provided with protective overalls and plastic or rubber gloves.** **Staff/volunteers advised to wash outer clothes after cleaning duties.** **Staff given PHE guidance and PPE for use in the event deep cleaning is required**	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. Hall users use premises mainly under the guidance and regulation of Hall Committee. Cleaning of hall takes place after every use.	July July After every use	Hall Committee Hall Committee Hall users / committee	3 2

Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed	●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.	● **Staff in a vulnerable category are advised not to attend events or groups at the hall.** ● **Talk with staff, trustees and volunteers regularly to see if arrangements are working**	Hall users and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been in the. It is important people know they can raise concerns. Track and trace procedures in place, QR code is displayed on the first floor, there is also a QR code inside the downstairs door.	Sept July	Hall committee / Hall users Hall users	4
Car Park / paths / Exterior area	● Social distancing is not observed as people congregate before entering premises. ● Parking area is too congested to allow social distancing. ● People drop tissues.	● **Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.** ● **Care taker asked to check outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.**	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. The numbers of people using the hall at any one time is very low and well within permitted guidelines so no need to mark out 2 metres Ordinary litter collection arrangements can remain in place.	May	Hall users / Hall Committee	3
Ventilation	● No through air to disperse droplets ● Recirculating air	● Consider propping doors open, which also decreases door handle use. ● Ensure in case of fire that hirer closes all fire doors as they exit.	Updated fire risk assessment – 01/09/21 Hall users / hall committee to ensure hands are cleansed before and after using door handles Windows to be opened where possible to help with circulation of air	July	Hall users / Hall Committee	2
Entrance building / Lobby / Corridors	● Possible "pinch points" and busy areas where risk of social distancing not being observed in a confined area.	● **Identify "pinch points" and busy areas.** ● **Consider marking out 2 metre spacing, or enforcing a maximum capacity in entrance area.**	Hand sanitiser needs to be checked daily. Bins will be provided in every room and e m p t i e d regularly.	July and ongoing	Hall Committee	5

	● Door handles, light switches in frequent use	● **Create one-way system and provide signage.** ● **Door handles, light switches and high contact points to be cleaned regularly.** ● **Hand sanitiser to be provided by entrances/doorways** ●	One way system to be used in the hall. Signage available and pinch points identified. Hand sanitisers located outside each room on the ground floor and on the first floor on entry points.			
Main Building	● High contact surfaces such as door handles, light switches, window catches, tables, chair backs and arms ● Commemorative photos, displays. ● Social distancing to be observed	● **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use, or by building cleaning staff.** ● **Social distancing guidance to be observed by hirers in arranging their activities.** ● **Hirers to be encouraged to wash hands regularly.**	Consider displaying signage. Where possible all unnecessary equipment, decoration etc. likely to be touched by public have been removed. Provide hand sanitiser stations.	July	Hall Committee	1
Kitchen	● Social distancing more difficult in smaller areas	● **Hirers are asked to control the numbers using kitchen so as to ensure social distancing, especially for those over 70.**	Cleaning materials made available in clearly identified location, regularly checked and re-stocked as necessary.	July	Hall Committee	3
	● Door and window handles. Light switches. Tables ● Communal cups/saucers/mugs ● Cooker / Microwave	● **Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.** ● **Hirers to bring own tea towels.** ● **Hand sanitiser, soap and paper towels to be provided.** ● **Consider encouraging hirers to bring own food and drink for the time being**	Kitchen is quite large and can easily accommodate 2 people with social distancing. Limited use of kitchen to making teas and coffee Any food to be provided by users and consumed only by them			

Store cupboards (cleaner etc.)	● Social distancing more difficult ● Door handles in use. ● Equipment needing to be moved not normally in use	● **Hall users to clean equipment and areas after use.** ● **Hirer to control accessing and stowing equipment to encourage social distancing** ● **Consider a system where the hirer notifies caretaker what is required so as to limit access to storage areas/other equipment**	In the Agreement between the Hall user and the Hall committee it states that the user must clean the facilities after use. Hall hirers / users are made aware before confirmation of booking that any rubbish accumulated should be taken home and disposed of appropriately.	July and ongoing	Hall Users / Hall Committee	2
Toilets	● Social distancing difficult ● Surfaces in frequent use – door handles, light switches, basins, taps, toilet handles, seats etc. ● Baby changing surfaces	● **Hirer to control numbers accessing toilets to one at a time, with more attention to vulnerable users.** ● **Hirer to clean all surfaces etc. before public arrive unless staff have pre-cleaned out of hours.** ● **Consider engaged/vacant signage and posters to**	Ensure soap, paper towels, tissues and toilet paper are regularly replenished and hirer knows where to access for re-stocking if needed.	July	Hall Users / Hall Committee	3

		encourage 20 second hand washing ● **See Government Guidance for councils on opening public toilets** https://gov.wales/providing-safer-toilets-public-use-coronavirus-html	Social distancing in adult toilet area should not be an issue as space for social distancing			

| Store Room | • Social distancing not possible
• Door handle, light switch | • **Store room locked when not in use** | Store room locked in hall. (Ground floor near snooker room) | July | Hall Users / Hall Committee | 1 |

COMMUNITY BUILDINGS FACILITIES MANAGEMENT RE-OCCUPANCY CHECKLIST

Location / Building	New Quay Memorial Hall	Date	15/09/2021
Facilities Manager / Responsible person	Sharon Evans	**Position**	Treasurer
Section	**Implementation**		**✔ / X / n/a**
Has the outside of the building been checked for any damage during period of closure?	Yes		Julian
Have the required safety checks been completed? E.g. Legionella,	Yes and Legionella completed September 2021		Julian
Have the maximum capacity of rooms been identified	Main Hall – 50 seated / 30 standing Room 1 – 6 seated Room 2 – 12 seated Snooker Room – 8 standing		Julian
Have the insurers been advised whether/when the premises will be reopening and checked any requirements?	Yes		Julian
Is the Fire log up to date e.g. monthly/ Weekly checks	Yes, logbook kept in care takers cupboard on 1st floor.		Julian
Has the Fire Risk Assessment been updated			Caretaker