

## Red Lion House Community Centre – Covid -19 Risk Assessment for Hirers 06.07.20

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Cleanliness of hall and equipment, especially after other hirers</b></p>	<p>Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Or a group leaves hall or equipment without cleaning.</p> <p>Caretaker employed for 4hrs per week.</p> <p>A suspected case of Covid -19 in someone present at the centre</p>	<p><b>Hirers to clean used surfaces before, during and after hire e.g. tables, sinks, door and toilet handles.</b></p> <p><b>Hirers to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and bin rubbish safely</b></p> <p><b>Caretaker maintains his routine of cleaning and checking.</b></p> <p><b>The centre to be shut and not used until a deep clean has taken place by the caretaker.</b></p>	<p>If there is more than 72 hours between events, the risk is reduced.</p> <p>Cleaning equipment and black bin bags provided.</p> <p>Hirers to sign the sheet to confirm cleaning has been carried out</p> <p>Hirers to remove their own rubbish.</p> <p>Any rubbish is to be double bagged and stored for 72 hours in the outside locked area before being put out for collection</p>
<p><b>Managing Social distancing and especially people attending who may be vulnerable</b></p>	<p>People do not maintain social distancing within guidelines of 2m if possible, otherwise 1m+</p> <p>‘Pinch points’ of entrance, corridor, kitchen and toilets</p>	<p><b>Advise group they must comply with social distancing as far as possible and use one-way system.</b></p> <p><b>Adopt layout advised, entry through entrance, exit via main hall fire door. Access kitchen through door from hall.</b></p>	<p>People collecting users from the building must wait outside</p> <p>Ask people to maintain social distancing whilst booking in procedures are followed</p>

## Red Lion House Community Centre – Covid -19 Risk Assessment for Hirers 06.07.20

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Toilets</b>	Social distancing	<b>Hirers to limit use of toilets to 1 person at a time except where unavoidable e.g adult with children or those needing assistance.</b>	Allow older people time to use toilets without others present
<b>Kitchen</b>	Social distancing more difficult Door handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	<b>Hirers to control the number in kitchen, to ensure social distancing, especially for those over 70.</b> <b>Hirers to clean all areas before use and wash, dry and stow crockery and cutlery after use.</b> <b>Hirers to bring their own tea towels.</b> <b>Hirers bring their own food and drink.</b>  <b>Any drinks or food served must be table service. People serving to wear gloves and face masks.</b>	Cleaning materials to be made available in clearly identified location, regularly checked and re-stocked as necessary.  Hirers will need to provide their own face masks. Reduce flow of people into the kitchen by using the serving hatch.
<b>Respiratory hygiene</b>	Transmission to other members of group	<b>Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose.</b> <b>Provide tissues, ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</b> Ventilation reduces risk of transmission, open windows if possible.	Tissues and hand sanitiser provided.  Remember to empty any bins used at end of session and take it home  Remember to close windows before leaving.

## Red Lion House Community Centre – Covid -19 Risk Assessment for Hirers 06.07.20

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Children and the accessibility of hand sanitiser and cleaning products</b>	Products could be unsafe if the children accessed them unsupervised	<b>Hirers to place products out of reach of children and supervise the use of sanitiser.</b>	
<b>Events</b>	<p>Handling cash</p> <p>Too many people arrive</p> <p>An attendee/volunteer develops Covid-19 symptoms after event</p> <p>An attendee/volunteer develops Covid-19 symptoms during event.</p>	<p><b>Organisers arrange cashless payments as far as possible.</b></p> <p><b>Maximum capacity for main hall with social distancing is 30</b></p> <p><b>A record of attendees with a contact number to be kept confidentially by hirers. Data to be kept for 3 weeks then destroyed.</b></p> <p><b>Covid-19 First Aid Bags available Person to be removed to a separate safe area and sent home asap.</b></p>	<p>Excess numbers to be refused entry</p> <p>Trustee Chairman and hall caretaker to be informed of illness.</p>

The potential mitigations are in 2 categories:

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

**Orange** – Actions that are strongly recommended