

## Wilton Community Centre COVID RISK ASSESSMENT (In addition to the regular Risk Assessment) 30<sup>th</sup> August 2020

Area or People at Risk	Risk Identified	Actions to take to mitigate the risks	Notes
<p><b>Caretaker &amp; Trustees</b> Identify what activity or situations might cause transmission of the virus</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. Trustees meetings</p>	<p>Caretaker advised to use PPE and is aware of COVID Secure measures eg: hand washing, washing clothes etc.  Social distancing, masks worn, hand sanitiser used</p>	<p>Talk with Caretaker if this situation arises, in order to agree tasks done.</p>
<p><b>Caretaker &amp; Trustees</b> Think about who could be at risk and likelihood Trustees and Caretaker could be exposed</p>	<p>Trustees or caretaker 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.  If Caretaker falls ill, a temporary replacement would be needed. Mental stress from handling the new situation</p>	<p>Trustees not required to attend the building to carry out work. Social distancing will be in force at all Trustee meetings. Talk with Caretaker and Trustees regularly to see if arrangements are working. Caretaker will provide details of suggested temporary Caretaker, if required.</p>	<p>Trustees 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 person agrees it can be shared. It is important people know they can raise concerns.</p>
<p><b>Car Park / Entrance Ramps / Garden</b></p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area may be too congested to allow social distancing. People drop tissues.</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 - rubber gloves to be worn.</p>	
<p><b>Entrance Hall / Lobby / Corridors</b></p>	<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>Pinch points: entrance, lobby, corridors to be marked with 2m floor stickers Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided Covid Secure poster to be displayed.</p>	<p>Hand sanitiser needs to be checked daily</p>
<p><b>Room 4</b></p>	<p>Social distancing more difficult in smaller areas</p>	<p>Room 4 not available for hire until Covid risk is minimised. Surfaces and equipment to be cleaned by Caretaker before use</p>	<p>Use room 4 as a storeroom for equipment not needed in other rooms.</p>

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<b>Kitchen / Kitchenette</b>	Social distancing more difficult. Door and window handles. Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Kitchen unavailable for hire until COVID risk is minimised. Then: Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas used before and after use.	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. An independent conversation will be had with Thursday Club.
<b>Store Cupboards (Cleaner etc)</b>	Social distancing not possible	Public access unlikely to be required. Access to cupboards is hirer's responsibility and should be on the cupboard hirer's RA. Caretaker will clean cupboard handles as part of routine cleaning.	
<b>Storage Rooms (Furniture and Equipment)</b>	Kitchen unavailable for hire until COVID risk is minimised. Then: Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas used before and after use.		
<b>Toilets / Accessible Toilet including Baby Change</b>	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Caretaker to clean all surfaces etc daily Hand washing posters displayed Only 2 of the 4 cubicles in Ladies' toilet will be available.	Ensure soap and toilet paper are regularly replenished
<b>Boiler Room</b>	Door handle, light switch. Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning eg: if/when Trustee or Engineer needs to go into the room.	<i>Charlotte Blackman Aug 30<sup>th</sup> 2020</i>