Caerwent Community Centre **– General operations Risk Assessment – COVID-19**

This risk assessment has been completed to aid the safety of all persons as the recommencement of usage at Caerwent Community Centre is being considered during the COVID19 pandemic.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

As an organisation, Caerwent Community Centre Committee has a duty of care to those entering the building, to so far as is reasonably practical, mitigate the risks of COVID19.

Individuals have a responsibility for their own health, safety and welfare and that of those around them. It is imperative that all persons follow the Government guidance and the control measures laid out in this document as well as any other necessary requests made by the organisation to assist with the control of COVID19

|  |  |  |  |
| --- | --- | --- | --- |
| **Document:** | COVID specific Risk Assessment | Caerwent Community Centre | |
| **Author:** | Mark Lewis | **Date completed:** | 26/10/2021 |
| **Copies distributed to:** | Caerwent Community Centre Committee. Trustees | **Review Date:** | 26/10/2021 |
| This is a working document and should be discussed with committee and amended with any additional control measures or new associated risks. The document should also be reviewed periodically and updated as new government guidance or best practice dictates.  This document should be read in alongside existing Risk Assessments and any other COVID specific information. New or updated government guidance should be consulted regularly.  This Reviewed document (26/10/21) reflects the Welsh Assembly Governments Alert Level Zero Guidance and WCVA guidance for community centres reopening in Wales at the time of review and the desire of the committee to reopen following closure due to COVID pandemic following works being done in the building namely re flooring of the sports hall and associated minor works. | | | |

**The main areas of focus within this document are as follows:**

|  |  |
| --- | --- |
| 1. Persons entering the building - | 7. External threats: Traffic, terror, external gatherings |
| 2. Building layout, communal areas | 8. Other associated risks due to a period of closure |
| 3. Hygiene and welfare facilities, hand washing, toilets and kitchens | 9. PPE and the requirement within the facility |
| 4. Social distancing | 10. Cleansing of the facility |
| 5.Hire and third party use | 11. Specific arrangements |
| 6. Symptomatic persons |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Those entering the building**   No person who has been advised to shield, self-isolate or has been placed into quarantine along with any person deemed by the NHS as High Risk should attempt to enter the building. Those entering the building must do so in a coordinated manner to enable successful social distancing and track and trace processes. | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| The threat of COVID to those deemed vulnerable | Those who are at risk may include the following:  Elderly,  Pregnant workers, those with existing underlying health conditions along with any person who has been deemed as high risk or vulnerable | If persons are unsure as to whether they could be at risk, they should consult their GP or take a test.  At risk persons should not enter or attempt to come to the building  Government advice should be sought.  All persons entering the building must be recorded this will aid the track and trace process if required. | Persons who are symptomatic MUST stay away from the building and contact the NHS helpline immediately.  Similarly, those who may have been in contact with a symptomatic person must seek medical advice and not come into the building  A record should be kept of persons entering the building to aide contact tracing.  Attendance by those who are vulnerable to be discouraged.  Communication of the risk and social responsibilities ahead of opening is key  CCC Committee to determine when services may resume and to what extent, vulnerable groups will be encouraged. | Committee or appointed member to determine groups and exclusions |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Building facilities, communal areas** | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| COVID 19 on surfaces and airborne within specified zones and communal areas | Contracting COVID 19  And associated health complications. | Zoning system to be installed within the building– separating areas prepared for gatherings, access points and staff only areas.  Cleaning regimes should be increased within workspaces.  To aid ventilation, windows and doors should be propped open to assist with airflow. This will also limit the use of door handles. This will be done well in advance of use to clear the air.  Shared equipment should not be used  Meeting rooms should only be used if social distancing can be adhered to.  Meeting rooms should be cleaned after use.  Kitchens and other communal areas should only be used when required and not used as gathering spaces. | Persons should never be sat facing one another, and persons who are not within a household should be encouraged to keep 2 metre distance  Hand sanitiser should be installed at entry points to communal areas . All persons should be reminded though signage to regularly sanitise.  One way systems installed in corridors and walkways if necessary  Communal areas should be cleaned regularly, including high traffic areas such as door handles, switches and buttons  Access to areas within the building should be limited and monitored. | Zoning to be installed ML  Seating layout  ML  Cleaning schedule and plan to be drawn up by  Committee designate.  Hire document to be drawn up outlining COVID procedures to be adopted by the hire individual including responsibility for sanitising and track and trace records. | ML  26/10/21  ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan  See also  Revised Hire  Doc |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.0 Hygiene and welfare facilities** | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| COVID 19 on surfaces and airborne within staff welfare facilities  The need for effective hygiene. | Ineffective hand washing and hygiene. Leading to infection and the spread of the virus | Hand washing facilities should be readily available.  Hand drying facilities must be available  Hand sanitiser should be readily available at green zone entry points and upon entry to the building. As well as upon entry and exit of toilet facilities. | Signage and other means of communicating effective hand washing should be displayed and available.  Attendees should be regularly reminded of the need for good hygiene practices by leaders.  The outcomes of these measures should be monitored | ML  ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan | ML  26/10/21 |  |
|  | Toilets – shared facilities | Social distancing must be abided by in toilet facilities  Toilets must be deep cleaned regularly by the facility cleaners using the most up to date guidance.  Antibacterial hand gel provided at entry and exit points of toilets  Guidance taken from Gov – safe use of toilets – Covid 2020 | Use of toilets to be discouraged,  Urinals to be blocked off, cubicles are preferable due to the enclosed nature.  Persons may use antibacterial wipes to clean down surfaces in toilets after use, effective disposal methods for cleaning materials must be installed. | ML  ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan | ML  26/10/21 |  |
|  | Kitchens | Kitchens must be kept clean and tidy and only be used by one person at a time.  Kitchens should be cleaned regularly. | Kitchens are for staff and approved persons use only.  Cleaning plan for kitchen areas  No planned use for cooking or preparation for activities at this time | ML | ML  26/10/21 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4.0 Social distancing** | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| The threat of transmission through close contact with others  (lack of social distancing) | Contacting the virus through close contact with other persons.  Within amber zones and communal areas | Social distance guidelines from the government must be adhered to at all times.  Reminders of social distancing requirements should be installed around the building  Persons should be discouraged to travel to the building together if they are not part of the same household.  Monitoring of social distancing by stewards.  Queue points with 2M standing points installed at toilets etc. | Social distancing signage and information should be displayed throughout the centre  Staggered arrival and exiting start times may be useful to avoid close contact at entrance points. Persons to be supervised by hirers designated stewards  Compliance and success of measures should be monitored and activity regularly supervised. | ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan | ML | 26/10/21 |
|  | Within Green zones / meeting areas | Specific cleaning regimes set for green zones  Use of green zones to be approved by committee or appointed person | Capacities should be set on rooms  Seating layouts and room configurations pre determined to comply with social distancing regulations.  Zoning and use to be disseminated to members and users | Capacities  No longer Apply | ML | 26/10/21 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5.0 Visitors and 3rd party users** | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| The threat of COVID being transmitted by those persons not under workplace controls. | Risk of transmission from unknown and unmonitored persons | Only limited and approved users should come into the facility. As coordinated by the committee or approved designate  All visitors must abide by social distancing measures.  Visitors should sanitise their hands upon entry to the building  All visitors must sign in whenever they arrive, this will aid the track and trace process if required.  Lead hirer is to stipulate adherence to govt. guidelines and effective control measures and any terms as laid out in the hire agreement. | A record should be kept of persons entering the building to aide contact tracing, physical sign in to aide this.  Any visitor who is symptomatic should not enter the building.  Areas that the visitor has been should then be cleansed.  Visitors should be monitored throughout their visit and only taken to approved areas.  A hire and terms of use agreement to be signed by the lead hirer before access is granted.  Hirer to also encourage use and provide hand sanitiser. | Hiring guidelines and hire agreement to be drawn up and sent out.  Signing in process to be instigated by hirer. | ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan  See also  Hire Doc | 26/10/21 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **6.0 Symptomatic persons within the facility** | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| The threat of COVID being transmitted by contact with a symptomatic person | Risk of contracting the virus from symptomatic persons | If anyone becomes unwell with a new continuous cough, new loss of sense of taste and smell or a high temperature in within the facility, they should leave and be advised to follow the stay at home guidance.  If advised that a member of staff or public has developed Covid-19 and we’re recently on our premises the committee or designated person will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. | A record should be kept of persons entering the building to aide contact tracing.  Should a person fall unwell or be symptomatic or have tested positive after being within the facility, contact tracing must be undertaken.  When someone has become symptomatic, cleansing of the communal areas where they have been should be undertaken.  If a person is known to have become COVID positive, then specific cleaning guidance must be followed.  See the .GOV cleaning in non clinical settings COVID19 guidance | ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan  See also  Hire Doc | ML | 26/10/21 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **7.0 External threats: Traffic, terror, external gatherings** | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| Changes to normal practice and resulting threats | Queue lanes external to the building.  Collision of persons with vehicles, threat of terror. | Queuing external to the building to be kept to a minimum – achieved through staggered arrival times and lower numbers.  Standard emergency protocols in operation.  Run, hide, tell and H.O.T protocols  Evacuation routes remain the same, social distancing encouraged at gathering points, but preservation of life takes priority. | Gathering immediately outside of the building to be discouraged. | ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan | ML | 26/10/21 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **8.0 Additional risks associated with a period of closure** | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| Legionnaires disease  Lapse in compliance  Failed equipment and safety devices such as fire alarm systems, smoke detectors and the like | Where pipes and water supplies have been sat dormant for a period of time, bacterial build up can lead to the growth of harmful bacteria potentially affecting workers  Lapse of PAT testing or fire fighting equipment, compliance failure and potential failure of equipment  Failure of emergency equipment and warning systems, leading to injury, serios harm or fatality | Taps should be run for several minutes to enable a flush through of the system  Equipment should be checked and reviews undertaken if necessary  Systems should be checked before the facility re opens to ensure they are working appropriately | Records to be kept of flushing  Incidents to be logged by committee secretary  Committee secretary to keep records of checks. | JW& JW  Regular visits to premises whilst closed pre 26/10/21  Checks carried out  Water/toilets  Run to prevent  Contamination | JW | Pre 26/10/21 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **9.0 PPE and use within the facility – pending government guidance.**  The government has now stipulated that masks must be worn during public gatherings indoors. Therefore, Caerwent Community Centre is placing the requirement to wear a mask on individuals entering the building. Caerwent Community Centre will not provide these. The hirer or there appointed stewards shall oversee compliance of persons prior to entry of the centre. | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| Exposure to airborne virus | Contracting COVID when people groups mingle | PPE should not be the first choice, it should be the last. Substitution or engineering controls should be put in place in the first instance  The use of masks will be demanded as a result of government regulation now introduced subject to review | A supply of PPE should be sourced with a sock control system initiated.  However, it will be the responsibility of those attending to provide their own. | ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan Also Hire Doc | ML | 26/10/21 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **10. Cleansing in the facility** | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations |  | Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc  Reducing the need for people to move around the building as far as possible. This will reduce the potential spread of any contamination through touched surfaces. Green and amber zones are the only public areas.  Identify where you can reduce the contact of people with surfaces, eg by leaving open doors using electronic documents rather than paperwork  Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects  Cleaning of any furniture used must be done after use by the facility hirer or designate stewards. | A cleaning schedule and protocol should be drawn up to manage increased cleaning at the facility.  It should:  Identify areas that will need cleaning to prevent the spread of coronavirus, eg kitchen, rest areas, welfare facilities and specify the frequency and level of cleaning and who will do it  Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc  This should be initiated and monitored by the committees designated person | ML | ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan  See also  Hire Doc | ML |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **11.0 Specific activity arrangements** | | | | | | |
| **Hazards:** | **Associated Risks:** | **Control measures:** | **Further controls:** | **Actioned by:** | **Completed by:** | **Completed:** |
| Gathering for meetings/activities within the facility | Infection risk between those attending. | CCC COVID policy served on potential hirers.  Hire agreement terms served on hirer.  Specific Risk assessment to their meeting/activity required of the hirer to be scrutinised by the committee or its designate before hire agreement is signed by both parties | Controls and stipulations will be reviewed periodically. | ML  See  Caerwent  Community  Centre  Covid 19  Operational  Plan Also  Hire Doc | DML | 8/3/2021  26/10/21 |
|  |  | . |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Singing and instruments | Currently, raising voices and singing are not allowed during public gatherings. Therefore, group singing is not allowed.  1 x singer accompanied by instruments All musicians must adhere to social distancing guidelines will be allowed | All instruments must be provided by the individual. Including amplifiers and the like.  No woodwind or brass instruments will be allowed.  Use of staging and musical equipment must be authorised.  Microphones should be used to ensure shouting and raised voices aren’t used.  Cleaning of any furniture used must be done after use by the facility hirer or designate stewards. |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Useful links and guidance**

Cleaning guidance: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Hand washing and hygiene: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Social distancing guidelines within wales: <https://gov.wales/coronavirus-social-distancing-guidance>

Workplace control of COVID19 HSE: <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

Safety and physical distancing signage for employers: <https://gov.wales/safety-and-physical-distancing-signs-employers-coronavirus>

Guidelines for vulnerable staff: <https://gov.wales/guidance-shielding-and-protecting-people-defined-medical-grounds-extremely-vulnerable-coronavirus-0>