**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:

* <https://gov.wales/safe-use-multi-purpose-community-centres-covid-19>
* <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm>
* <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
* <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 |

**COVID-19 RISK ASSESSMENT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location / Building** |  | | **Assessment no.** |  | | **Date** | | |  | |
| **Assessor** |  | | **Position** |  | | **Agreed by committee (date)** | | |  | |
| **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 reconnected 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 | | | For those buildings that have not had any documented flush through or any other generic upkeep, a competent person (from an outside company) must test and disinfect the system - Legionella is a dangerous infection, with similar effects as Covid-19 | |  |  | |  |
| **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. Contractors provide their own.** * **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. | |  |  | |  |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed. | * 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. * Mental stress from handling the new situation | * **Staff in the vulnerable category are advised not to attend work for the time being** * **Discuss situation with staff/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.** * **Provide screen for any reception office** * **Talk with staff, trustees and volunteers regularly to see if arrangements are working.** | | | Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been in the.  Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.  It is important people know they can raise concerns. | |  |  | |  |
| **Car Park** / paths / patio / 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 queueing to enter.** * **Cleaner 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.  Ordinary litter collection arrangements can remain in place. Provide plastic gloves. | |  |  | |  |
| **Ventilation** | * No through air to disperse droplets * Recirculating air | * Fan heaters and coolers not to be used at this time * Any air recirculating equipment to be temporarily decommissioned * Consider propping doors open, which also decreases door handle use * Ensure in case of fire that hirer closes all fire doors as they exit | | | Update fire risk assessment | |  |  | |  |
| **Entrance** building / Lobby / corridors | * Possible “pinch points” and busy areas where risk of social distancing not being observed in a confined area. * Door handles, light switches in frequent use | * **Identify “pinch points” and busy areas.** * **Consider marking out 2 metre spacing, or enforcing a maximum capacity in entrance area.** * **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** | | | Hand sanitiser needs to be checked daily.  Provide more bins, in entrance building, each meeting room. Empty regularly. | |  |  | |  |
| **Main Building** | * High contact surfaces such as door handles, light switches, window catches, tables, chair backs and arms * Soft furnishings which cannot be readily cleaned between uses. * Projection equipment, Screen. Window curtains or blinds * 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.  Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by public.  Consider removing unnecessary items to reduce surfaces that may otherwise need to be cleaned regularly.  Provide hand sanitiser stations. | |  |  | |  |
| **Upholstered seating** | * Virus may remain on fabric. Cannot readily be cleaned between uses. * Frequent cleaning may damage fabric. * Metal parts can be cleaned and are more likely to be touched when moving them / more frequently. | * **Remove upholstered seating where possible.** * **Cushioned chairs with arms reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.** * **Clean regularly touched metal/plastic parts.** * **Rotate use of upholstered chairs.** * **Ask those moving them to wash hands before during and after activity.** | | | Consider reducing amount of upholstered seating available and establishing a system whereby used seating are kept out of use for 72 hours in an appropriate place, out of reach. | |  |  | |  |
| **Small meeting rooms** and offices | * Social distancing more difficult in smaller areas * Door and window handles. Light switches. Tables, chair backs and arms. Copier, laminator, shredder. * Floors with carpet tiles more difficult to clean. | * **Recommend hirers hire larger meeting spaces and avoid use of small rooms other than as offices** * **Surfaces and equipment to be cleaned by hirers before use or by building cleaner** * **Rooms with carpeted floors not hired for keep fit type classes** * **Wipe shared equipment after each use with signage to illustrate this** | | | Consider closing, only hiring when main building is not in use or as possible overflow for activities when more people attend than expected.  Is there an outdoor area that could be used instead?  Consider a 72 hour window whereby the room/s is/are out of use between bookings.  Can the room be well ventilated?  May provide a “kettle point” to avoid two groups using the same kitchen. | |  |  | |  |
| **Kitchen** | * Social distancing more difficult in smaller areas * Door and window handles. Light switches. Tables, chair backs and arms. Copier, laminator, shredder. * Floors with carpet more difficult to clean. * Communal cups/saucers/mugs * Cooker / Microwave | * **Hirers are asked to control the numbers using kitchen so as to ensure social distancing, especially for those over 70.** * **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** | | | Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.  Consider closing kitchen if not required or restricting access | |  |  | |  |
| **Store cupboards** (cleaner etc.) | * Social distancing more difficult * Door handles in use. * Equipment needing to be moved not normally in use | * **Decide whether building cleaner cleans or hirer to clean equipment required before 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** | | | Consider whether re-arrangement or additional trolleys will facilitate social distancing  Consider the use of wipe able material to cover large items unable to be stored out of reach to ease cleaning | |  |  | |  |
| **Toilets** | * Social distancing difficult * Surfaces in frequent use – door handles, light switches, basins, taps, toilet handles, seats etc. * Baby changing and vanity surfaces, mirrors * Water fountains * Hand dryers * Outdoor toilets can be opened – but it is not compulsory | * **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 encourage 20 second hand washing** * **Water fountains and hand dryers to be out of commission at this time** * **If opening outdoor toilets, establish frequency of cleaning and provide signage** * **See Government Guidance for councils on opening public toilets** <https://gov.wales/providing-safer-toilets-public-use-coronavirus-html> | | | Ensure soap, paper towels, tissues and toilet paper are regularly replenished and hirer knows where to access for re-stocking if needed.  Print and display the WG posters with the responsible person noted | |  |  | |  |
| **Boiler room** | * Social distancing not possible * Door handle, light switch | * **Keep boiler room locked when not in use** | | |  | |  |  | |  |
| **Stage** | * Curtains * Social distancing * Lighting and sound controls | * **Consider tying back stage curtains out of reach (or removal) if hirers are likely to touch them.** * **Hirer to control access and clean as required.** | | |  | |  |  | |  |
| **Changing rooms** | * Changing rooms to remain shut at this time |  | | |  | |  |  | |  |
| **Events** | * Handling cash and tickets * Too many people arrive | * **Organisers arrange online systems and cashless payments as possible. For performances, seats to be limited, adhering to social distancing requirements between different households** * **Cash payments/donations to be handled by one individual with sanitiser available for hands between patrons** | | |  | |  |  | |  |
| **Playground**, Play Equipment and Outdoor Gym Equipment | * COVID-19 Risk Assessment required if reopened. * People at risk: clinically vulnerable children or adults, older relatives * 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 | * **Sun and rain reduce the risk by reducing the period over which the virus remains active.** * **If re-opened, mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds**   <https://gov.wales/reopening-childrens-playgrounds-and-outdoor-play-areas-coronavirus-html> | | |  | |  |  | |  |

**COMMUNITY BUILDINGS FACILITIES MANAGEMENT RE-OCCUPANCY CHECKLIST**

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| **Location / Building** |  | **Date** |  |
| **Facilities Manager / Responsible person** |  | **Position** |  |
| **Section** | **Implementation** | | ✓ / X / n/a |
| Has the outside of the building been checked for any damage during period of closure? |  | |  |
| Have the required safety checks been completed? E.g. Legionella, mechanical services of lifts |  | |  |
| Have the maximum capacity of rooms been identified |  | |  |
| Have the insurers been advised whether/when the premises will be reopening and checked any requirements? |  | |  |
| Is the Fire log up to date e.g. monthly/weekly checks |  | |  |
| Has the Fire Risk Assessment been updated |  | |  |
|  |  | |  |