

Assessor: Helen Andrew Completed using Government Guidance and advice from ACRE

Work Area: Indoor and outdoor space at Kingsclere Village Club

The expectations of all hirers to be clearly conveyed in writing prior to using the Club

All hirers to submit their own risk assessment prior to use

'Users' includes volunteers, hirers, employees of renters, contractors, attendees and any other person who may enter the building

The current position

*Legislation requires the use of **face coverings** in community halls, unless exempt (exemptions include taking part in exercise). Social distancing is 2m or 1m+ mitigation (e.g. with face covering).*

The Club will be open for those activities permitted under the Government 'road map' and social distancing guidance, such as the Rule of 6, will be in place as required.

Capacities:

*Hall with 1m distancing is calculated at 35, allowing for space around the edge. This may have to be reduced to 30 for sessions using the screen or a visiting speaker depending on the amount of space needed at the front (there should be a **minimum** of 2m between a speaker and the front row of the audience). However, more people can safely be accommodated if couples/family groups sit together (up to a maximum of 45). At 2m it is 15 (again, with space around the edge), though this would be reduced to 13 with an instructor facing the class.*

Holding Room with 1m distancing is 12, with 2m distancing is 6. Therapy Room and Drum Room with 1m distancing is 4, with 2m distancing is 2.

In order for sufficient air circulation to be available, exercise with more than 10 people in the hall requires that the door to the corridor be open if opening the patio doors is not possible.

Bookings will leave at least half an hour between the end of an exercise class and the start of another activity in the same room to allow for sufficient air circulation.

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No	What/where are the	Who might be harmed	Controls	Action/monitored by whom	Action/monitored by when
GENERAL					
1	cleaning	contract, hirer and volunteer cleaners	contractors and hirers are responsible for their own PPE and materials; volunteer cleaners provided with PPE and materials by the club, group or licensee as appropriate; special requirements need if a deep clean is necessary - see No. 15; clear, written cleaning guidance and expectations given; increased waste disposal arranged for (bins and bin collection); cleaners advised to wash clothes after cleaning; supply of soap, sanitisers checked regularly; paper towels or hand driers only; rooms cleared of any unnecessary objects, leaflets, mats etc to facilitate cleaning.	Actioned by contract, hirer and volunteer cleaners; guidance by H. Andrew; initial check by H. Andrew & K. Fiddler (volunteer); monitored by H. Andrew	Areas cleared before first user returns; monitor weekly and after any required deep clean
2	entry/exit	all users	sign forbidding entry to anyone with covid-19 symptoms; staggered start/finish times; marked queueing; one way system as appropriate; clear signage; 'stay covid safe' signs displayed; advice for vulnerable groups not to enter; hand sanitiser available on entry and exit; users record contact details (managed by hirer and kept for 21 days) in case of outbreak.	Contact records actioned hirer/class tutor; other by H. Andrew. Monitored by H. Andrew	Posters and guidance before first user returns; monitor weekly
3	pinch points: narrow corridors, stairs, crossing of routes near servery	all users	clear Covid Safe signage in entrance hall and other strategic points; no queueing in corridors; one way system as appropriate; give way where routes cross; clear signage	H. Andrew	Action before first user returns; monitor weekly

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4	frequent touch areas: light switches, door handles, window handles, bannister rails	all users	regular cleaning: hirers responsible for cleaning before and after session; cleaning expectations and guidance in writing to hirers and displayed; cleaning before/after other sessions (e.g. managed activities) is the responsibility of the club	Actioned by hirers or volunteers; H. Andrew monitor	Action posters and guidance before first user returns; monitor weekly
5	equipment, chairs, tables	all users	hirers responsible for cleaning before and after session; also for cleaning any storage facility/access; cleaning expectations and guidance in writing to hirers and displayed; cleaning before/after other sessions (e.g. managed activities) is the responsibility of the club	Actioned by hirers or volunteers; H. Andrew monitor	Action posters and guidance before first user returns; monitor weekly
TOILETS:					
6	toilet block	all users	windows open; handwashing and other Covid aware posters displayed, including closed flush; regular checking of paper towel/soap/sanitiser; hirer responsible for cleaning toilet area after session following written guidance;	Actioned by hirers or volunteers; H. Andrew action posters and monitor	Action posters and guidance before first user returns; monitor weekly

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7	upstairs toilet	all users	as for toilet block plus one way system if multiple users in the building	Actioned by all users; H. Andrew action posters and monitor	Action posters and guidance before library returns; monitor weekly
8	disabled toilet	disabled users, cleaners (including hirers and volunteers) and contractors	disabled users only (signage); windows open; handwashing and other regular checking of paper towels etc; Covid aware posters displayed; hirer responsible for cleaning toilet area after session following written guidance. NB: closed flush not possible, requires more extensive clean.	Actioned by hirers or volunteers; H. Andrew action posters and monitor	Action posters and guidance before library returns; monitor weekly
HALL AND ROOMS					
9	main hall	all users	limit capacity to comply with social distancing guidance; capacity may vary according to activity; cleaning as 4 & 5; posters displayed to encourage Covid safe behaviours	H. Andrew	Action posters before first user returns and monitor weekly
10	Holding room	all users	limit capacity to comply with social distancing guidance; display capacity on door; cleaning as 4 & 5; posters displayed to encourage Covid safe behaviours; one-way system for stairs if there are multiple users on site	H. Andrew	Action posters before first user returns and monitor weekly
11	Meeting Room	all users	limit capacity to comply with social distance guidance; display capacity on door; not used if one-way system for upstairs access in use; use as isolation space in case of Covid symptomatic person - see specific entry no. 15	H. Andrew	Action posters before first user returns and monitor weekly

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12	other rooms	all users	limit capacity to comply with social distancing guidance; display capacity on door; cleaning as 4 & 5; posters displayed to encourage Covid safe behaviours	H. Andrew	Action posters before first user returns and monitor weekly
13	servery and kitchen	all users	limit capacity to comply with social distancing guidance; cleaning as 4 & 5 plus counter tops; clear signage and guidance posters; expectations shared with hirers in writing	Actioned by hirers or volunteers; H. Andrew action posters and monitor	H. Andrew action posters before first user returns and monitor weekly
14	serving food and drink	all users	the serving of food or drink is only allowable if the room is laid out as a café; face coverings may be removed to eat or drink; table service only (no bar or buffet); social distancing guidance for cafes followed: only 2 households allowed at a table; tables distanced at 2m; all crockery, glasses and utensils washed before and after the event; cleaning as 4 & 5	Actioned by hirers or volunteers; H. Andrew action posters and monitor	H. Andrew action posters before first user returns and monitor weekly
	OTHER				

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15	Covid-19 symptomatic user	all users	Signage at door barring entry for those with symptoms; if person's symptoms develop during use: follow ACRE guidance; hard copy in Meeting room and Hall; covid first aid box, plastic chair, bowl, soap and paper towels available in room; poster detailing box contents etc displayed in room; subsequent cleaning will follow the government guidelines: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ; a hard copy available on the premises.	H. Andrew action posters, equipment and materials, and monitor	H. Andrew action signage before first user returns and monitor weekly
	Occupation licence (Parish Council, Police, Library, Church Administrator)	licensees, their staff and volunteers; users of their services	licensees are responsible for their risk assessment, safe management and cleaning of their own areas; systems for shared spaces (e.g. kitchen and toilet) agreed with licensees, given in writing and displayed.	Licensees. H. Andrew to liaise re: shared areas	H. Andrew
16	Events managed by the Club	all users	no event held that cannot be Covid secure or is not allowed under current guidance; specific risk assessment for every event; all Events committee/volunteers to have copy of risk assessment and other appropriate guidance; no committee member or volunteer from a vulnerable group on the premises; risk assessment shared with speaker/performer; speaker/performers risk assessments needed; before/after cleaning carried out by Events Committee/volunteers following written guidance; display any event specific signage/guidance.	Events Committee	Prior to each event
17	other hirers	all users	ensure event can be covid secure and is allowed under government guidance before accepting; requirements shared well in advance with hirer; display any session specific signage/guidance; hirer responsible for before/after cleaning.	Booking Clerk; H. Andrew action posters, signage, guidance	H. Andrew
	the grounds	all users	all activities to conform with social distancing policies; play equipment and storage is the responsibility of Bunnies parent and baby group; Parish Paths is responsible for its own equipment; patio chairs, table and all Club outdoor equipment or tools cleaned before/after use; all equipment stored away when not in use; clear signage to remind users.	Actioned by hirers or volunteers; H. Andrew action posters and monitor	Action posters before first user returns and monitor weekly

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	contract tracing	all users	Contact details of all attendees requested (cannot be demanded) at the start of each session; kept securely by hirer for 21 days - compliance with GDPR; hirer and club contact each other if made aware of a case of Covid-19 linked to the club; named contact (H. Andrew) published in case of a Club user contacting Covid within 48hrs of entering the Club	Actioned by hirers or class tutor; H. Andrew monitor	Each session