

# Template of COVID-19 Risk Assessment for Hirers of the Llangadog Community Centre

*This document can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of the Llangadog Community Centre. It is intended as a supplement to a group's ordinary Risk Assessment. Hirers are welcome to discuss this with the Booking Secretary/Caretaker/Cleaner*

Area of risk	Risk identified	Actions to mitigate risk	Notes
Cleanliness of Hall and equipment	Other hirers and/or cleaner have not cleaned the Hall or the equipment to the standard required by the group.	<ul style="list-style-type: none"> <li>• Cleaning schedule for cleaner documented in Hall.</li> <li>• Group to take responsibility for any additional cleaning they require before and during use.</li> <li>• High use areas should receive special attention: tables, chairs, doors and door handles, toilets including doors handles and taps.</li> </ul>	<p>Organiser to have check list of cleaning procedure to follow before check-in</p> <p>No equipment may be stored in the Hall without prior permission. Own equipment if used should be removed after each use.</p> <p>The kitchen is not available at this time – hirers will need to provide their own refreshment facilities.</p>
	Group leaves the Hall or equipment without effectively cleaning all areas and equipment used.	<ul style="list-style-type: none"> <li>• Group ensure all locations and all equipment used are thoroughly cleaned at end of their session.</li> <li>• High use areas should receive special attention: tables, chairs, doors and door handles, toilets including doors handles and taps.</li> </ul>	Any waste [including food and drink] should be removed by the hirer at the end of the session, not left in the Hall.
Social distancing, especially for those who may be more vulnerable.	Individuals do not maintain 2m social distancing.	<ul style="list-style-type: none"> <li>• Group organizer should ensure that everyone knows the correct entrance and exit door, as well as any specific routes to/from locations during the session, and use them consistently.</li> <li>• All users are responsible for ensuring they maintain their own appropriate distance.</li> <li>• Group organizer should ensure numbers attending do not exceed the limits stated by the Hall management.</li> <li>• Toilets may be used – users should ensure these</li> </ul>	

Area of risk	Risk identified	Actions to mitigate risk	Notes
Covid-19 hygiene	Transmission to other members of the group	<ul style="list-style-type: none"> <li>• Group organizer should encourage group to avoid touching their mouths, eyes, noses.</li> <li>• Individuals should provide and use their own tissues as necessary, bin them after use, then wash or sanitise their hands.</li> <li>• If the activity permits, masks should be encouraged and correctly worn.</li> <li>• Hand sanitiser is provided for those using the Hall when they enter, before leaving, and during activity.</li> <li>• The opportunity for sufficient hand washing should be allowed for during the activity.</li> </ul>	<p>Catch it - Bin it - Kill it</p> <p>Hand sanitiser is provided.</p> <p>Groups should consider and if they wish encourage potentially vulnerable users to also provide their own sanitizer, for their own protection.</p> <p>Any waste such as used tissues should be removed by the hirer at the end of the session, not left in the Hall.</p>
	Transmission to other hirers or the premises.	<ul style="list-style-type: none"> <li>• All measures detailed above should be followed.</li> <li>• Group organizer should ensure that cleaning at the end of the session is carried out methodically and effectively.</li> <li>• Handles and other high touch points should be cleaned thoroughly.</li> </ul>	Organiser to have check list of cleaning procedure to follow before check-out
Someone shows Covid-19 symptoms.	Transmission to members of the group or premises.	<ul style="list-style-type: none"> <li>• Organisers to ensure all potential attendees know that they should not attend if they have symptoms of Covid-19 or suspect they might have it.</li> <li>• Organisers to retain a list of all attendees for each session including contact details and should provide that to the Hall management upon request.</li> <li>• All users to agree to have their personal information retained in this way, and passed on if necessary for pandemic related.</li> </ul>	GDPR permits personal information to be held for a limited period - see <a href="https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/collecting-customer-and-visitor-details-for-contact-tracing/">https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/collecting-customer-and-visitor-details-for-contact-tracing/</a> for more detail.
	Attendee falls ill during event and Covid-19 is suspected	<ul style="list-style-type: none"> <li>• The attendee should be moved to an isolated area immediately and emergency contacts are contacted.</li> <li>• Organiser will co-ordinate any emergency admission /GP /NHS contact, etc., if necessary.</li> </ul>	<p>Hall management to be informed as soon as practicable and kept up to date on progress and outcome.</p> <p>Hall management to contact the cleaner and arrange a deep clean of the Hall</p>

			prior to any other hirer using the Hall.
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