**ALLITHWAITE COMMUNITY CENTRE,QUARRY LANE, ALLITHWAITE, LA11 7QJ**

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| Caretaker,Contractors,Hirers and Volunteers – Work, activity or situation might cause transmission of the virus and likelihood Caretaker 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 COVID-19 on the premises.  Occasional Maintenance workers. | Stay at home guidance if unwell at entrance and in Main Hall. Caretaker/Hirer/Volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.  Caretaker/Hirer/Volunteers advised to wash outer clothes after cleaning duties.  Caretaker given PHE guidance and PPE for use in the event deep cleaning is required. | Caretaker/Hirer/Volunteers may need to clean 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. |
| Caretaker,Contractors,Hirers and Volunteers could be at risk and all groups could be exposed. | Caretaker/Hirer/Volunteers who are either extremely vulnerable or over 70.  Caretaker/Hirer 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. | Caretaker in the vulnerable category are advised not to attend work for the time being.  Discuss situation with Caretaker/Hirer & 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.  Communication with Caretaker/Trustees/Hirers and Volunteers will happen regularly to see if arrangements are working. | Caretaker/Hirer & Volunteers 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 Caretaker/Hirer/Volunteer agrees it can be shared.  It is important people know they can raise concerns. |
| Car Park/Paths/Exterior areas | Social distancing is not observed as people congregate before entering premises – 2 ways.  Parking area is too congested to allow social distancing.  People drop tissues. | Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.  Cleaner will check area 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. |
| Entrance Hall & Corridors | Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area.  Door handles, light switches in frequent use. | Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance areas – front & rear of Community Centre.  Door handles and light switches to be cleaned regularly.  Hand sanitiser to be provided in hall | Hand sanitiser will be checked daily.  Bin will be provided in entrance hall & emptied regularly. |
| Main Hall | Door handles, light switches,  window catches, tables, chair backs and arms.  Soft furnishings which cannot be readily cleaned between use.  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 Caretaker.  Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.  Social distancing guidance to be observed by hirers in arranging their activities.  Hirers to be encouraged to wash hands regularly. | Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.  Remove window curtains, leaving black out blinds and any other items which are more difficult to clean and likely to be touched by the public.  Provide hand sanitiser. |
| Changing Rooms | Social distancing more difficult in smaller areas  Door and window handles & ledges  Light switches  Chair backs & seats | Recommend hirers hire Hall and avoid use of changing rooms.  Surfaces and equipment to be cleaned by hirers before use or by Caretaker. | Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. |
| Kitchen | Social distancing more difficult  Door and window handles  Light switches  Working surfaces, sinks  Cupboard/drawer handles.  Fridge/freezer  Crockery/cutlery  Kettle/hot water boiler  Cooker/Microwave | Hirers are asked to control 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  We encourage hirers to bring their own Food and Drink for the time being. | Cleaning materials will be made available in box behind kitchen, door, it will be regularly checked and re-stocked as necessary.  If kitchen not required access will be restricted. |
| Store cupboards (cleaner etc) | Cupboard & doors | Public access unlikely to be required. Caretaker to decide frequency of cleaning. |  |
| Two Storage Rooms (furniture/equipment) | Social distancing more difficult  In one. Door handles/Bars in use.  Equipment needing to be moved not normally in use | Hirers to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing. | Consider re-arranging chairs, table tennis tables, tables, equipment to facilitate social distancing. |
| Toilets | Social distancing difficult.  Surfaces in frequent use + door handles, light switches, basins, toilet handles, seats etc.  Baby changing and vanity surfaces, mirrors. | Disabled Toilet only to be used - Hirer to control number accessing toilet at one time, with attention to more vulnerable users.  Hirer to clean all surfaces etc before public arrive unless Caretaker has precleaned out of hours.  Posters to encourage 20 second hand washing will be displayed. | Soap, paper towels, tissues and toilet paper will be regularly replenished, and hirer will be informed where to access for re-stocking if needed. |
| Boiler & Cupboard | Boiler Controls & Heating Controls in Cupboard | Public access. Caretaker to decide frequency of cleaning. |  |