

Thirlmere Way Community Centre Covid-19 Risk Assessment

Area of Risk	Risk Identified	Action to Mitigate Risk	Notes
Cleanliness of Main Entrance and Foyer area.	Risk of contamination to other users due to lack of cleaning between groups.	Area to be cleaned between each group with regularly used surfaces wiped down.	Groups advised to have their own cleaning materials for before and after group session or between sessions if new people enter.
Cleanliness of main Hall and Meeting Room Equipment.	Risk of contamination to other users due to lack of cleaning between groups.	Area to be cleaned between each group with regularly used surfaces wiped down.	Groups advised to have their own cleaning materials for before and after group session or between sessions if new people enter.
Social Distancing especially those who may be vulnerable.	Social distancing not being maintained.	<p>Advise groups that they must comply with social distancing as far as possible.</p> <p>Layout of any equipment or seating to take into account social distancing guidelines.</p> <p>Where possible a one way system to be introduced to alleviate cross contamination.</p> <p>Relevant signage placed around the room reminding users of social distancing guidelines.</p>	<p>Group leads advised on initial booking.</p> <p>Group leads to ensure this is maintained.</p> <p>Main entrance for entry and use of either fire door as an exit.</p> <p>Signs erected reminding of social distancing.</p>
Kitchen Facilities.	Too many accessing the kitchen at any one time.	Groups lead to nominate one person to use kitchen throughout their session.	Group lead to be advised on initial booking.

Personal Hygiene.	Risk of contamination to other group members.	All users to be aware that if they feel unwell then they must not attend the session. Group leads to advise members to use Hand Sanitiser on entering the building and to regularly wash hands where necessary. Signage placed in relevant areas reminding users of regular hand washing.	Groups leads to make aware to their members. Group lead advised on initial booking. Signs erected in relevant areas.
Use of Toilets.	Too many accessing toilets at any one time.	Adopt a, one in, one out, policy.	Signs placed on cubicle doors denoting either vacant or engaged. Only one sink and cubicle made available with others taped off and signed not in use.
First Aid	Risk of contamination to other group members.	Anyone administering First Aid must wear a mask and gloves to prevent any cross contamination. Careful disposal of any materials used should be noted.	Made available in the first aid kit
Fire Evacuation	Risk of contamination through close contact.	Should the need arise to evacuate the building due to a fire emergency then it is not expected to maintain social distancing if it would be unsafe to do so.	
Someone falls ill with Covid-19 symptoms.	Initially isolate them from other users. Advise them to go home immediately and contact the necessary authority.	Group lead to inform Centre Management as soon as possible Mobile 07738 729889	Group leads to have contact details of all their members in case Track and Trace is initiated.