

COVID Risk Assessment for Langford Village Community Centre (LVCA)

REGULAR USER GROUPS

All groups/ bookers to provide their risk assessment and actions prior to returning to the hall, spot checks will be undertaken by members of the LVCA committee, anyone found not complying with the requirements will be asked to leave the building immediately with no refund.

Hazard	Risk Controls to be put in place	Hall Users Further actions required by user groups
Entrance Lobby Arrival	<p>No gathering in the lobby at all All attendees to wait outside the hall entrance, observing 2 metres distance until allowed in by the group leader. No touching of surfaces on entering the building including notices on boards Outdoor clothing or bags to be placed on the coat pegs in the entrance lobby, anything left at the end of a session to be removed from the building by the hirer Once everyone has entered the outer entrance door must be locked to stop people wandering in and using the toilets. This does not prevent the doors being pushed open from inside in case of an emergency</p>	<p>All User Group Leaders to ensure all touched surfaces, especially door handles/ panels are wiped down before allowing people to enter and wiped down again afterwards, at the end of your booking or in between sessions if you have more than one group attending. Leaders must keep the front doors locked and not allow people to enter in groups but individually 2 metres apart under the leaders control No children or adults to be accompanied into the building</p> <p>The leader/ booker must ensure they know how to lock the front door whilst inside the hall</p>
Toilets	<p>Only one person allowed into the toilets at any one time. External doors to the ladies and gents' toilets to be wedged open while a class in the building. Doors to be closed before leaving the building. A vacant /engaged sign to be used outside the external door Please ensure everyone is washing their hands regularly</p>	<p>Leader to ensure anti-bacterial wipes/ spray are available for individuals to use and must wipe everywhere again if another group is following on. Or at the end of your session before leaving the premises. Door handles to be wiped</p>

	<p>All toilet and sink surfaces including taps to be wiped down by the person using the toilet</p> <p>Notices to be displayed advising that hand dryers should be used where possible, (paper towels will still be provided)</p>	<p>Leader/ helpers to supervise children going to the toilet.</p>
Kitchen	<p>Kitchen will be locked and not available to hirers</p>	<p>Leaders to ensure people attending bring their own water/ drink</p> <p>Leaders must ensure no-one attempts to enter or open the hatch</p>
Storeroom	<p>Tables and chairs in storeroom will be available to use. One stack will be chained up and should not be touched. As numbers are restricted in the hall we will restrict the number of chairs available for use</p>	<p>Leader or responsible adults to get out tables and chairs and ensure they are all wiped down before use and wiped again before returning to the store cupboard and storing correctly and safely</p>
Main Hall	<p>The hall will be cleaned regularly, including the floor. A notice will indicate when the hall was last cleaned, however it will be the leader's responsibility to ensure everywhere is clean before running their class. Do not use bacterial wipes/spray on the floor as this may cause damage to the floor surface. The special Karndean cleaner will be used on the floor during every hall clean</p> <p>Nothing may be stuck to the floor to indicate areas, all markers must be portable</p> <p>All door handles must be cleaned before attendees arrive and after they have left by the leader/ booker</p> <p>Ventilation is important, therefore you should open windows and doors as much as possible, making sure if it's raining doors are closed to ensure rain does not come in on the floor.</p>	<p>Leaders /bookers not to use any anti bac wipes/ sprays on the floor. The hall will be cleaned regularly with special karndean cleaner</p> <p>Sprays are not to be used near light switches, use anti bac wipes for these</p> <p>Where leaders need to mark out safe areas this must be done with portable markers not things stuck to the floor</p> <p>Leaders must abide by all the ventilation rules described and must ensure all windows are closed and locked on departure from the hall. Window key will be in the alarm cupboard on a hook as the kitchen is closed</p>

	There will be a maximum of 25 people in total allowed in the hall at any one time to comply with social distancing requirements. However, this depends on the type of activity as this does not allow for movement during a session. You must abide by your governing body's instructions regarding numbers/ social bubbles as these may be significantly lower.	
Departure from the hall	<p>Departure should be from the brown emergency exit doors, again ensuring people keep 2 metres apart and sanitise their hands as they leave. Any parents collecting children or visitors not taking part in the class MUST remain outside the hall, and observe the 2-metre rule. Should you need to speak with a parent please do so outside the hall.</p> <p>All surfaces must be wiped down and the leader/ booker must ensure these doors are properly closed before leaving the building LVCA will be providing, Anti bac spray and cloth (cloth to be disposed of after use), anti bac wipes for switches and alarm panel</p>	<p>Leaders /bookers are responsible for ensuring everything is wiped down prior to their departure, including the alarm panel and must ensure the hall is properly alarmed and locked as they depart through the main entrance door</p> <p>All group leaders / bookers must bring anti bac spray/ wipes with them. LVCA will provide these, we have experienced this type of equipment disappearing, therefore cannot guarantee what will be present when you are there.</p>
Shed	The shed must not be used at the current time	
Garden	May be used, however please ensure benches and fixtures are not touched or used	
If someone is taken ill with COVID during a session	A full COVID first aid kit will be situated in the disabled toilet. Anyone showing symptoms of COVID should be removed to the disabled toilet while waiting for collection.	If anyone has symptoms of COVID however slight, they MUST NOT attend any class at the hall. Please ensure you make this clear to all your attendees

	<p>Full PPE will be included and a list of instructions with the first aid Kit</p>	<p>If there is an outbreak of COVID connected to the hall, we will notify you asap and a deep clean will be undertaken and we would reopen when allowed.</p> <p>Should anyone from your group notify you after a session that they have COVID then you must notify the Chairman of LVCA immediately. Tel: 07811 283257 or lvcachairman@gmail.com as we have to notify anyone who was in the hall before or after that particular class and close the hall to undertake a deep clean</p>
Lists of attendees	<p>You are required to email a list of each week's attendees with their contact details to lvcachairman@gmail.com. These records will be held for 21days then deleted and ONLY used if we are required to produce them for Track & Trace. Please ensure you notify attendees that the hall will keep these details for GDPR regulations</p>	
Payments	<p>All payments to the hall must now be by BACS transfer. Cheques or cash will be NOT be accepted We encourage you to take all your payments by BACS as well</p>	<p>Leaders/ bookers to pay us by BACS.</p> <p>Cheques and cash will no longer be accepted.</p>
Masks	<p>Face masks are now compulsory in halls, there are exceptions when this is not necessary (some sports). You must comply with your governing bodies instructions on the use of masks</p>	<p>Guidance for group leaders</p>

Signed: Carole Hetherington Chairman LVCA