

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 Only attendees of classes /groups to enter the hall, all observers to remain outside of the building. 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>Please ensure the sanitiser stations, are being used.</p> <p>The NHS tack and Trace booking in will remain in place</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 only allow people attending their session to enter. No children or adults to be accompanied into the building unless attending a class together. i.e., parent and baby classes</p> <p>The leader/ booker must ensure they know how to lock the front door whilst inside the hall</p>
Toilets	<p>Encourage people to attend the toilets individually or no more than two in the toilets at any one time to maintain, social distance. 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. 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>Automatic hand dryers are now available, there are no longer paper towels</p>	<p>Leader/ helpers to supervise children going to the toilet.</p>
Kitchen	<p>Kitchen will be available, all items used must be washed thoroughly and put away</p>	<p>All used cloths used must be placed in the specified bowl under the sink and clean ones used by the next group. All cloths will be washed regularly</p>
Storeroom	<p>Tables and chairs in storeroom will be available to use.</p> <p>As numbers are now a maximum 50 in the hall, we will restrict the number of chairs available for use to 50</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 (daily), 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>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 as much as possible.</p> <p>There will be a maximum of 50 people in total allowed in the hall at any one time. You must abide by your governing body's instructions regarding numbers as these may be lower.</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 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</p>
Departure from the hall	<p>Departure should be from the emergency exit doors, again ensuring people sanitise their hands as they leave. Any</p>	<p>Leaders /bookers are responsible for ensuring everything is wiped down prior to their</p>

	<p>parents collecting children or visitors not taking part in the class MUST remain outside the hall. 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>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>LVCA will provide wipes and sprays, however we have experienced this type of equipment disappearing, therefore cannot guarantee what will be present when you are there. It is therefore recommended All group leaders / bookers bring anti bac spray/ wipes with them as a back-up</p>
Shed	The shed is allowed to be used by groups with items stored there. Please ensure all equipment is thoroughly cleaned before and after use, before storing in the shed	
Garden	May be used	
If someone is taken ill with COVID during a session	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>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. 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 before we would reopen.</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
Payments	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	Leaders/ bookers to pay us by BACS. Cheques and cash will no longer be accepted.
Masks	We would encourage you to ask your groups to continue to wear Face masks on entering and leaving the hall and only removed if the class being attended is for exercise, dance, singing, or when drinking and eating	Guidance for group leaders

Signed: Carole Hetherington Chairman LVCA 27/01/2022