

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 building, all observers/ parents 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>We recommend that the sanitiser stations, are used.</p> <p>We are very concerned about the heating bills during the cold weather, the front door being left open increases the heating bill significantly, therefore must be kept closed to avoid any increase in hiring fees</p>	<p>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> <p>The front door must be kept closed as much as possible during the winter months, and not left open while waiting for attendees to arrive</p>
Toilets	<p>All toilets should be checked for cleanliness at the end of a session, and any issues dealt with to maintain a high standard of cleanliness in the hall</p>	<p>Leader to ensure toilets are checked at the end of sessions, before leaving the premises and any necessary remedial actions taken. Antibacterial spray and cloths are provided in</p>

	Automatic hand dryers are available, we do not use paper towels	the cupboard. Leader/ helpers to supervise children going to the toilet.
Kitchen	Kitchen will be available, all items used must be washed thoroughly and put away	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
Storeroom	Tables and chairs in storeroom will be available to use. As numbers are now a maximum 50 in the hall, we will restrict the number of chairs available for use to 50. The only time 80 people are allowed in the hall, is if the event is theatre style and seated	Leader or responsible adults to get out tables and chairs and ensure the tables are wiped down before returning to the store cupboard and storing correctly and safely Discuss this with LVCA if you are holding an event like this, to ensure the additional chairs are available for you
Main Hall	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 Ventilation is important; therefore, you should open windows on both sides to create a flow of clean air through the hall. When it is cold, they don't need to be fully open and it may only be 2 windows on each side There will be a maximum of 50 people in total allowed in the hall at any one time, unless you are holding a seated theatre style event when the maximum is 80	Leaders /bookers not to use any anti bac wipes/ sprays on the floor. The hall will be cleaned regularly with special karndean cleaner Where leaders need to mark out areas this must be done with portable markers not things stuck to the floor 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>	<p>Any parents collecting children or visitors not taking part in the class MUST remain outside the building. The lobby should be kept clear Should you need to speak with a parent please do so outside.</p> <p>The leader/ booker must ensure all doors and blinds are properly closed and windows locked before leaving the building</p>	<p>Leaders /bookers are responsible for ensuring the hall is properly alarmed and locked as they depart through the main entrance door</p>
<p>Shed</p>	<p>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</p>	
<p>Garden</p>	<p>May be used, however no ball games are allowed</p>	
<p>Payments</p>	<p>All payments to the hall must be by BACS transfer.</p> <p>Cheques or cash will NOT be accepted</p>	<p>Leaders/ bookers to pay us by BACS.</p> <p>Cheques and cash will no longer be accepted.</p>

Signed: Carole Hetherington Chairman LVCA 10/10/2022