



# Valley Park Community Association

Community Centre, Pilgrims Close, Valley Park, Chandlers Ford,  
Hampshire, SO53 4ST

Registered Charity Number: 900526

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## Risk Assessment for re-opening Community Centre during COVID-19

Date: 19 July 2021

Area or People at Risk	Risk Identified	Actions to take to mitigate risk	If completed and any notes
Staff, contractors, volunteers, and hirers	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional maintenance workers.	Stay at home guidance if unwell at the entrance and in the Main Hall. Cleaners provided with PPE. Contractors provide their own. Staff/volunteers/hirers advised to wash clothes after cleaning duties. Staff given PHE guidance in the event of a confirmed COVID-19 case at the Centre. Hirers to be allowed access to hiring space for an additional 15 minutes before and 15 minutes after booking to facilitate cleaning. To provide own cleaning products. Hand washing to be observed when entering and leaving the premises.	Special Hiring Conditions. Risk assessment made available. Hand sanitiser to be checked daily.
Staff, contractors, volunteers, and hirers	Those who are extremely vulnerable.	Staff have been issued with personalised risk assessments.	Staff and volunteers will need to be informed if someone is

	<p>Those 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.</p> <p>Mental stress from handling the situation.</p>	<p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
Car Park / paths / patio / exterior areas	Poor social distancing at entrance	<p>Encourage separate queues for Main Hall &amp; Room 1/2. Main Hall attendees to exit via back gate, hirer to lock up and exit via Main Entrance.</p> <p>Main entrance to remain locked. Hirer to open only to allow entrance / egress of expected attendees.</p> <p>Main hirer to facilitate orderly entry exit and encourage hand washing.</p>	<p>Maps Attached Keys to be issued to regular hirers following completion of Keyholder Declaration.</p>
Lobby / Foyer / Corridor	<p>Possible “pinch points” and busy areas with possible interaction between hirers/groups. Door handles, light switches in frequent use.</p>	<p>Face coverings are encouraged in communal areas to respect individual risk assessments of other groups. Attention paid to start and finish times of hires to prevent multiple groups from entering and exiting at the same time.</p> <p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided in hiring spaces.</p>	<p>Maps attached Hirers to incorporate into individual risk assessments. Special Conditions of Hire. Hand sanitiser needs to be checked daily.</p>

Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Commemorative photos, displays.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use. Hirers are encouraged to wash hands regularly. Windows and non-fire doors to be opened to improve ventilation.	Incorporated into Special Conditions of Hire.  Provide hand sanitiser.  Map attached.
Chairs	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.	Clean metal/plastic parts regularly touched before hire. Individuals responsible for their own hand hygiene, hand sanitiser available by main entrance and in each hiring space.	Incorporated into Special Conditions of Hire.
Room 1, 2, New Hall, and Office	Social distancing more difficult in smaller areas. Door and window handles Light switches Tables, chair backs and arms. Office equipment.	Recommend hirers hire larger spaces where available. Surfaces and equipment to be cleaned by hirers before use. Maps detailing agreed access produced for each hiring space. Windows and non-fire doors to be opened to improve ventilation. The new hall comprises of sole occupancy of rooms 1 & 2 with the sliding partition open, maximum capacity is 9 based on 2 metres social distancing and may be adjusted depending on hirer risk assessment.	Incorporated into Special Conditions of Hire. Maps attached. Provide hand sanitiser.
Kitchen	Social distancing more difficult Door and window handles Light switches	The main kitchen should only be used by hirers of the main hall.	Cleaning materials to be provided by hirers.

	<p>Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/microwave</p>	<p>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. Windows and non-fire doors to be opened to improve ventilation.</p>	<p>Access restricted to hirers of main hall only.</p>
Store cupboards (cleaner)	<p>Social distancing not possible Door handles, light switch</p>	<p>Individual risk assessments provided for cleaners. Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p>	
Storage Rooms (Furniture/equipment)	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use.</p>	<p>Hirer to clean equipment required before use. Individuals responsible for their own hand hygiene, hand sanitiser available by main entrance and in each hiring space.</p>	
Toilets	<p>Social distancing difficult. Surfaces in frequent use: Door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>Posters to encourage hand washing. Face coverings are encouraged in communal areas to respect individual risk assessments of other groups. Individuals responsible for their own hand hygiene, hand sanitiser available by main entrance and in each hiring space.</p>	<p>Caretaker to ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p>
Boiler Room	<p>Door handle, light switch Social distancing not possible</p>	<p>Public access unlikely. Cleaner to decide frequency of cleaning.</p>	
Events	<p>Community transmission of Covid-19. Handling cash and tickets</p>	<p>Organisers to arrange online systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual. Gloves / regular hand washing encouraged.</p>	<p>See separate risk assessments for VPCA events.</p>
COVID-19 isolation space - <b>Foyer</b>	<p>Used as entrance / exit by others.</p>	<p>First aid plan to be followed as per hirer risk assessment and Special Conditions of</p>	<p>Individual staff risk assessments have been provided.</p>

		<p>hire. First aid box containing PPE to be used for isolation.          Inform Centre Manager.          Ask participants to complete Test and Trace details if not already done so before leaving. <b>Everyone except individual affected and first aider to leave via back doors.</b> Social distancing to be maintained.</p> <p><b>All sessions to be cancelled and Centre to close for 72 hours then full clean according to non-healthcare setting government guidance before re-opening.</b></p>	<p>NHS Test and Trace forms have been provided.          QR Code provided at entrance for NHS Test and Trace App – preferred method for signing in</p>
NHS Test and Trace	Community transmission of Covid-19	Use of NHS Test and Trace encouraged. QR Code provided at entrance for NHS Test and Trace App – preferred method for signing in.	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

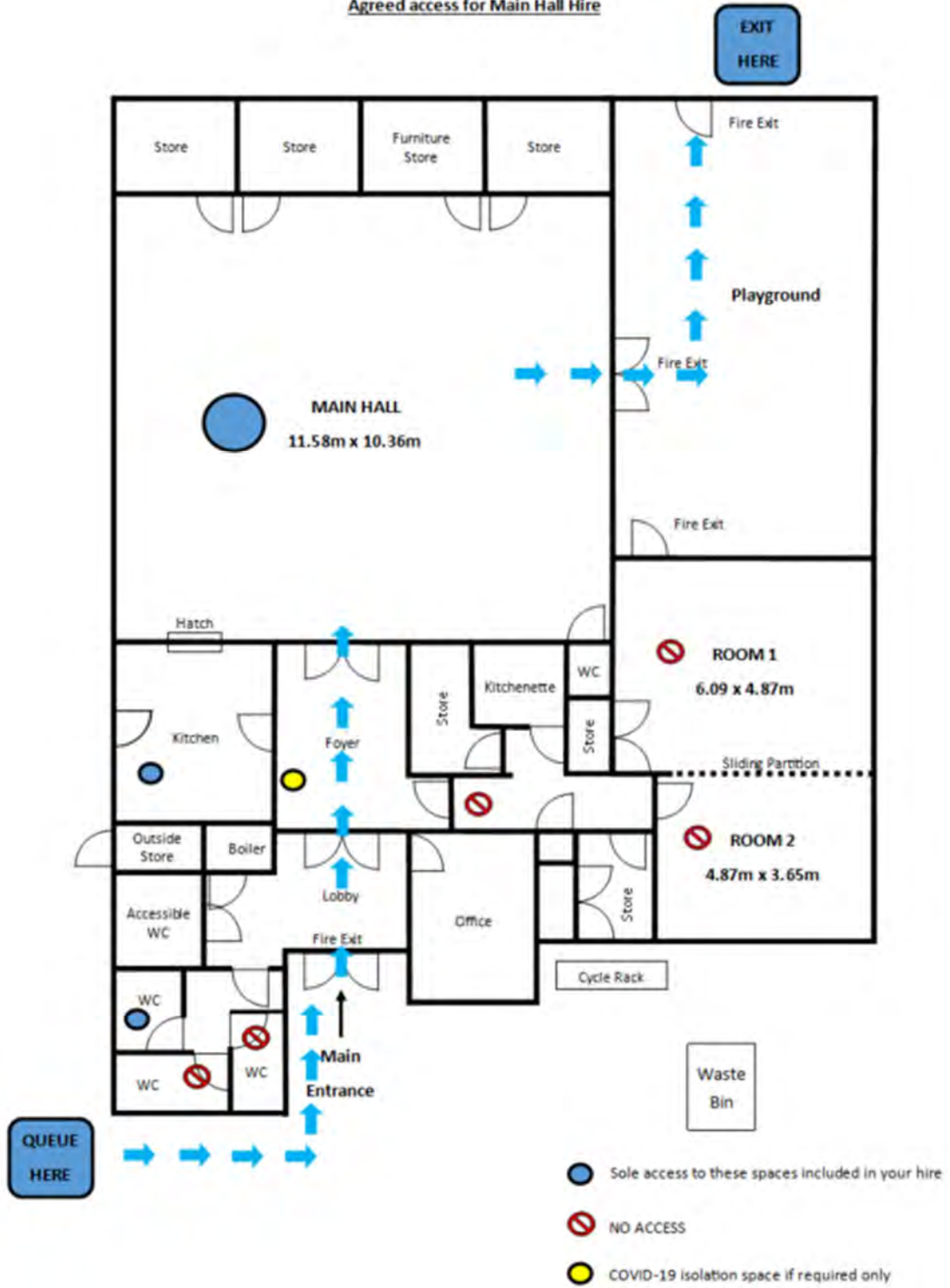
Format adapted from HSE template 07/07/2020 and acre guidance 20/07/2020.

# Appendix A

## Valley Park Community Centre

Ground Plan (not to scale)

Agreed access for Main Hall Hire



# Appendix B

## Valley Park Community Centre

Ground Plan (not to scale)

Agreed access for Room 1 Hire



# Appendix C

## Valley Park Community Centre

Ground Plan (not to scale)

Agreed access for Room 2 Hire

