

SOUTH WONSTON PAVILION COVID-19 RISK ASSESSMENT TABLE

Important notes for users:

1. This COVID-19 Risk Assessment dated 19 August 2020 has been created in line with COVID-19 Guidance for the safe use of multi-purpose community facilities updated on **14th August 2020**.
2. This document should be read in conjunction with the South Wonston Parish Council's Addendum to Terms and Conditions.
3. South Wonston Parish Council checklist 19th August 2020

Potential mitigations are in three categories, colour coded as follows:

- Red – **Actions based on Government advice (i.e. should be considered mandatory)**
- Orange – **Actions strongly recommended**
- Green – **Actions to consider**

Area or People at Risk	Risk Identified	Actions to Mitigate Risk	Date Completed
Car park, paths	Social distancing not observed as people congregate before/after session	Posters to remind users to social distance Group leaders to remind their members	
Entrance Lobby/Corridors/Exit Area	"Pinch points" & busy areas where social distancing is difficult.	Create one-way system/signs. Put up posters Users must wait in the car park until the class is due to begin. This will reduce people congregating in the corridor	

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	<p>Door handles/light switches frequently used</p>	<p>Provide hand sanitiser at entry/exits Provide wipes/spray cleaners for users to clean before/after use</p>	
<p>Parish Room</p>	<p>Social distancing difficult for large groups or exercise classes</p> <p>Lack of ventilation</p> <p>Door handles, switches, chairs & other equipment frequently touched</p> <p>TV</p>	<p>Limit capacity to 10 max.</p> <p>Keep entry/exit doors open & use air ventilation system</p> <p>Provide spray cleaner/wipes for users to clean after session. Users to clean all equipment used & encouraged to wash hands regularly. Users to remove/dispose of own rubbish and put in the car park bins</p> <p>Dry wipe electrical equipment</p>	

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<p>Toilets</p>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use – door handle, toilet seat/flush, taps.</p>	<p>Restrict use to only one toilet being open - Disabled Toilet</p> <p>Put up posters to encourage hand washing</p> <p>Provide wipes/ spray cleaner for users to clean up after session and dispose of rubbish in the car park bins</p>	
<p>Storage Rooms</p>	<p>Confined spaces for access to equipment</p> <p>Frequently touched equipment</p>	<p>Suggest use of face masks when accessing storage area if more than 1 person</p> <p>Separate chairs and tables to only the requirement needed and provide wipes/spray cleaner for users</p>	
<p>Kitchen</p>	<p>Social distancing difficult</p> <p>Cleanliness of equipment/surfaces cannot be guaranteed</p>	<p>Kitchen to remain closed</p> <p>Users to bring own drinks /refreshments</p>	
<p>Cleaners Store</p>	<p>Confined space for access to equipment</p>	<p>Limit access to 1 person or use face masks</p>	
<p>Cleaner</p>	<p>Regular cleaning & disposal of rubbish. Leave a tick list for users which logs what has been cleaned , plus date and time.</p>	<p>Advise to wash hands regularly/wear disposable gloves & wash clothing after working. A face mask needs to be worn if there is anyone else in the building</p>	

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	Cleaning after possible infection	Provide additional PPE as necessary. Instruct a deep clean of the building	
Volunteers/Parish Council members	Vulnerable or elderly may come into contact with infected surfaces/people	Provide hand sanitiser/spray cleaners/wipes Face masks are to be worn when entering the building in line with gov. guidance COVID symptom s notice at the entrance	
Parish Office	Confined space for use of the Parish Clerk only	Provide wipes/spray to clean any used surfaces, hatch window to be used to maintain social distancing. A face mask needs to be worn if there is anybody else in the building.	
Changing Rooms	Social distancing difficult Cleanliness of equipment/surfaces cannot be guaranteed	Changing Rooms to remain to remain closed Users to change prior to games and training	