

<b>Venue:</b>	The Community Learning & Resource Centre	<b>Address:</b>	41-44 King Street, Wimborne. BH21 1EB
<b>Assessment Date:</b>	August 2020	<b>Review Date:</b>	August 2021 or as guidance changes
<b>Assessors Name:</b>	Alison Cross	<b>Job Title:</b>	CLaRC Manager
<b>Task: COVID-19 Risk assessment for use of CLaRC</b>			

Area or people at risk	Risk identified	What are the risks	Actions taken to mitigate risk	Additional actions required
<b>Staff, Volunteers, Hirers, Contractors, Attendees</b>	Transmission of Covid-19	Transmission from people carrying the virus	Poster displayed on swing signs and at entrance not to enter if suffering from any of the Covid-19 symptoms  Hand sanitiser at front entrance for all to use  Hand sanitiser in each room	
		Transmission on frequently touched surfaces	Regular and recorded cleaning schedule by CLaRC staff of frequently touched surfaces to include light switches, ledges, tables & door handles	Some cleaning responsibilities to be passed to hirers as detailed in Covid-19 terms of hire
		Transmission from disposed items such as face masks and tissues	Provision of waste bins in each room and prominent locations around the centre.	Additional signage advising of safe disposal CLaRC staff to check around outside areas by exits to ensure that any contaminated waste outside such as face masks/gloves is removed
		Transmission whilst administering 1 <sup>st</sup> Aid	Where possible casualty is to self manage the situation and under guidance administer their own 1 <sup>st</sup> Aid  Additional PPE to be provided with each 1 <sup>st</sup> Aid kit to protect the person helping. To include hand gel, disposable mask, gloves, apron & face shield	Check latest guidance for updates on CPR and ensure all are aware

Area or people at risk	Risk identified	What are the risks	Actions taken to mitigate risk	Additional actions required
		Vulnerable staff/volunteers/ attendees more susceptible	CLaRC to take responsibility for staff and volunteers.  Hirers to ensure that their attendees and volunteers/staff are suitable informed about the possible risks	
		Close contact if a person becomes symptomatic whilst in the centre	Dedicated room with PPE available clearly labelled so that the person can be removed and isolation until they can be collected/sent home	Dedicated cleaning materials available with relevant COSHH risk assessment for cleaning if there's a suspected case within the premises.
	Pinch points in such places as main entrance, entrance to rooms, access to toilets, café area. Car parking	Unable to maintain 2m social distancing recommendations:  Visitors car park	'What's on' to be on flipchart stand in café area to avoid crowding at reception if needed  Tables/chairs to be removed from café area to reduce the risk of people socializing  Car park to be monitored to avoid overcrowding	
		Reception	Drop in queries to be discouraged and people directed to website  Face Shield for member of staff present on duty. Allowing protection but also thinking of inclusion, facial feature to be seen.  Timetable for hiring's available and visible in café area (flipchart stand)	People wishing to stop at reception advised to queue outside rather than at the desk Introduce a visual barrier to prevent casual visitors access to the whole building
		Entering/Exiting to rooms	Arrival and departure times for classes to be staggered where possible to avoid pinch points	Reduce the number of room lets at one time. This would reduce the amount of people requiring access at any one time

Area or people at risk	Risk identified	What are the risks	Actions taken to mitigate risk	Additional actions required
		Café area	Excess seating and tables removed allowing emergency seating for those that require it whilst discouraging people to commune in one area	Advise hirers that the café area will be unavailable for use by their clients and that they must go straight into the room upon arrival
		Toilets	Use of single accessible toilet only to avoid over crowding  Display poster advising to clean before and after each use. Provision of cleaning materials and COSHH risk assessment	Provide a visual barrier 'blocking off' other facilities  Other toilet blocks available for emergency use only
	Transmission on frequently touched surfaces	Soft furnishings such as chair cushions	Room layouts to take 2m social distancing into account  Instruct hirers to ensure that attendees use hand sanitiser on arrival and that they refrain from touching their face  Provide disposable gloves for staff moving furniture after each session	Advice given to hirers to ensure that attendees regularly wash hand and/or use hand gel
		Transmission on equipment	Hirers requested to provide own equipment for lets and to ensure that it is safe to use, & cleaned in accordance with relevant guidance and their own risk assessment	Cease supply of CLaRC equipment until further notice
		Transmission refreshment items	Hirers advised that the use of hot water urns and mugs provided by CLaRC is to be suspended until further notice	Hirers to advise attendees to bring own refreshments if required

Area or people at risk	Risk identified	What are the risks	Actions taken to mitigate risk	Additional actions required
		Transmission on non essential surfaces	Book corner to be removed Rope cordon to be removed	Unused tables and chairs in open areas to be removed if possible.  If not possible they will be stacked safely, marked as not in use and included in the cleaning schedule
	Legionella	Build up of bacteria due to long period of inactive use and subsequent reduction in the frequently used volume of water	Water outlets to be sampled and testing for Legionella by contractor	Less used outlets to be flushed each week