

**Banwell Parish Council**  
**COVID-19 Risk Assessment for the Youth & Community Centre**

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, Councillors, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	<ul style="list-style-type: none"> <li>i. 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.</li> <li>ii. Occasional Maintenance workers.</li> </ul>	<ul style="list-style-type: none"> <li>i. <b>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with plastic or rubber gloves if requested. Contractors provide their own.</b></li> <li>ii. <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b></li> <li>iii. <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></li> </ul>	Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.
Staff, Councillors, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.	<ul style="list-style-type: none"> <li>i. Volunteers / Users who are either extremely vulnerable or over 70.</li> <li>ii. Staff or volunteers 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.</li> <li>iii. Mental stress from handling the new situation.</li> </ul>	<ul style="list-style-type: none"> <li>i. <b>Volunteers / Users in the Very High Risk category are advised not to attend for the time being.</b></li> <li>ii. <b>Discuss situation with volunteers in the High Risk to identify whether sufficient measures can be undertaken to mitigate their risks or not.</b></li> <li>iii. <b>Talk with staff, Councillors &amp; volunteers regularly to see if arrangements are working.</b></li> </ul>	Staff and volunteers will need to be warned immediately if someone is 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.  It is important people know they can raise concerns.

Car Park/paths/exterior areas	<ul style="list-style-type: none"> <li>i. Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing.</li> <li>ii. People drop tissues.</li> </ul>	<ul style="list-style-type: none"> <li>i. <b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b></li> <li>ii. <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></li> </ul>	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements will remain in place. Plastic gloves are provided.
Entrance porch/small hall/	<ul style="list-style-type: none"> <li>i. Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</li> <li>ii. Door handles, light switches in frequent use.</li> </ul>	<ul style="list-style-type: none"> <li>i. <b>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</b></li> <li>ii. <b>Door handles and light switches to be cleaned regularly.</b></li> <li>iii. <b>Hand sanitiser to be provided at entrance.</b></li> </ul>	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	<ul style="list-style-type: none"> <li>i. Door handles, light switches, tables, chair backs and arms.</li> <li>ii. Soft furnishings which cannot be readily cleaned between use.</li> <li>iii. Projection equipment. Screen.</li> <li>iv. Social distancing to be observed</li> </ul>	<ul style="list-style-type: none"> <li>i. <b>Door handles, light switches, tables, chairs and other equipment used to be cleaned by hirers before use.</b></li> <li>ii. <b>Cushioned chairs - ensure 48 hours between Users. Keep 6 in office for Council meetings.</b></li> <li>iii. <b>All equipment used to be cleaned by hirers before use.</b></li> <li>iv. <b>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b></li> </ul>	Cushioned chairs Avoid anyone else touching them unless wearing plastic gloves Consider removing window blinds in offices any other items (e.g. cushions) which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser in every room. Posters to encourage 20 second-hand washing

Offices	<ul style="list-style-type: none"> <li>i. Social distancing more difficult in smaller areas</li> <li>ii. Door and window handles &amp; light switches</li> <li>iii. Tables, chair backs and arms. Copier, laminator, shredder.</li> <li>iv. Floors with carpet less easily cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>i. Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</li> <li>ii. Surfaces and equipment to be cleaned by hirers before use.</li> <li>iii. Wipe shared copier etc.</li> <li>iv. Rooms with carpeted floors not hired where possible.</li> </ul>	Ensure that only one group at a time are hiring the YCC to avoid groups using shared areas at the same time.
Kitchen	<ul style="list-style-type: none"> <li>i. Social distancing more difficult</li> <li>ii. Doors, handles, light switches, working surfaces, sinks, fridge/freezer, Kettle, hot water boiler, Cooker &amp; Microwave</li> <li>iii. Crockery/cutlery</li> </ul>	<ul style="list-style-type: none"> <li>i. Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70.</li> <li>ii. Hirers to clean all areas likely to be used before use. Hand sanitiser, soap &amp; paper towels to be provided</li> <li>iii. Hirers to put all crockery &amp; cutlery in the dishwasher at the end of the hire and put it on. Group to empty dishwasher before hire.</li> </ul>	Cleaning materials to be made available under the sink - regularly checked and re-stocked as necessary. Posters to encourage 20 second-hand washing
Store cupboards (cleaner etc) Cleaners cupboard / Boiler Room	<ul style="list-style-type: none"> <li>i. Social distancing not possible door handles, light switch</li> </ul>	<ul style="list-style-type: none"> <li>i. Public access unlikely to be required. Cleaner to decide frequency of cleaning.</li> </ul>	
Storage Rooms (furniture/equipment)	<ul style="list-style-type: none"> <li>i. Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</li> </ul>	<ul style="list-style-type: none"> <li>i. Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</li> </ul>	Consider whether rearrangement or additional trolleys will facilitate social distancing.

Toilets	<ul style="list-style-type: none"> <li>i. Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</li> <li>ii. Baby changing and vanity surfaces, mirrors.</li> </ul>	<ul style="list-style-type: none"> <li>i. <b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b></li> <li>ii. <b>Hirer to clean all surfaces etc before public arrive.</b></li> </ul>	<p>Posters to encourage 20 second-hand washing in all toilets. Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed. Consider engaged/vacant signage.</p>
Events			Currently postponed