

COVID-19 Risk Assessment
Reef Community Centre (Hirings)

Location: Reef Youth & Community Centre
Colehill Lane, Colehill
Wimborne, Dorset, BH21 7AB



Assessors: Alan Spencer, Susan Davies, David Tarring Trustees of
Colehill & Wimborne Youth and Community Centre

Key Persons at risk: Hiring Organiser, Group and Cleaner

Date: 5th August 2020

ACTIVITY	RISK	Pre-Control Risk Rating*			Control Measures	Pre-Control Risk Rating*			Comments
		L	C	L x C		L	C	L x C	
Cleaning of premises daily	Cleaner at risk of infection through contaminated surfaces caused by people carrying the virus	5	5	25	The contract cleaner will wear disposable apron and disposable plastic gloves.	1	5	5	
Clean of premises weekly	Cleaner at risk of infection through disposal of waste containing tissues and cleaning cloths	5	5	25	The contract cleaner will wear disposable apron and disposable plastic gloves.	1	5	5	
Deep cleaning of premises if someone falls ill with COVID-19 on the premises	Cleaner at risk of infection through cleaning surfaces and furniture caused by a contagious person	5	5	25	Building will be closed and a Specialist Contract Cleaning Company will be hired to decontaminate the building and left 48 hours before re-opening	1	5	5	
Cleaning of areas prior to Group arrival	Organiser at risk of infection through touching surfaces caused by people carrying the virus	5	5	25	The organiser should bring and wear disposable apron, plastic gloves and domestic cleaning products and cloths to clean items in the area being used for group activities	1	5	5	

*Risk Rating Calculation = L x C where L is Likelihood ranging from 1 (low) to 5 (high) and C is Potential Consequences ranging from 1 (low) to 5 (high)

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Entering premises by gate and path	Risk of infection through touching gate and fencing	3	5	15	People to be advised not to touch mouth, eyes and face before using the sanitising station set up in the lobby	1	5	5	
Entering premises by gate and path	Social distancing not observed as people congregate before entering the lobby	5	5	25	2 metre distancing markers will be attached to path from gate to entrance door. "Keep your distance" signs to be posted on gate and fences	1	5	5	Hiring Organiser to remind group about social distancing
Sitting on Bench Seats at side of path	Social distancing not observed by people sitting	3	5	15	"Keep your distance" signs to be attached to bench seats	1	5	5	
Entrance Lobby and Main Corridor	Risk of infection through touching handles and advertising leaflets and posters	5	5	25	Sanitisation stations available for use in Lobby and Corridor. All posters and leaflets and "loose" items on tables to be moved to store. Notice board to be cleared and COVID-19 poster displayed to identify "New Normal" arrangements for Centre use.	1	5	5	
Movement of people through Corridor to Main Hall, Stairs and Toilets	Social distancing "Pinch Points". Groups using Main Hall and First Floor Lounge could cross contaminate	5	5	25	Established one-way system of entry and exit shown by arrows on the Corridor and Hall floors Group entry and exit times adjusted to avoid contact on entering and exiting the building	1	5	5	
Use of Corridor Single User Toilets	Risk of infection through surface contamination and Electrical Hand Dryer	5	5	25	Electrical Hand Dryers immobilised and replaced by Paper Towels in Dispensers. Large Flip Top Bins with liners provided to collect used paper towels. Liquid soap in dispenser on rim of sinks also provided. Notice fixed to mirrors above sink to encourage "20 second Hand Washing" Hand Sanitising Station attached to wall between Disabled and Unisex toilets.	1	5	5	

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Use of Lift	Risk of infection when in close contact with other people in a confined space	5	5	25	Lift Capacity Limited to two people. Notice to identify Face Coverings required if occupants are not in the same social bubble	1	5	5	
Main Hall Multi-User Toilets Male and Female	Social distancing "Pinch Points" Risk of infection through surfaces and Electrical Hand Dryer	5	5	25	Electrical Hand Dryers immobilised and replaced by Paper Towels in Dispensers. Large Flip Top Bins with liners provided to collect used paper towels. Liquid soap in dispenser on rim of sinks also provided. Notice fixed to mirrors above sink to encourage "20 second Hand Washing" Poster attached to Toilet Entrance Doors to advise "NOT IN USE"	1	5	5	Closure to be reassessed before Youth Club re-opens
Group activities in Main Hall	Risk of infection through airborne contamination	3	5	15	Group size in Main Hall restricted to 15 plus Organiser to achieve 2 metre social distancing during activity. Ventilation will be improved by opening external doors and windows	1	5	5	Will however depend largely upon weather
Use of Curtains in Main Hall	Risk of infection through touching and pulling curtains	3	5	15	Group Organiser to ensure curtains always remain untouched and open to allow greater ventilation	1	5	5	
Exiting from Main Hall	Social distancing "Pinch Point" between groups using Main Hall and First Floor Lounge could cross contaminate	5	5	25	Exit from Main Hall established as Fire Exit on the West side of the building. Hand Sanitising station attached to wall by exit. Path back to main gate will be marked every 2 metres to remind people to achieve social distancing	1	5	5	Care to be taken when exiting the Fire Exit as people from the First Floor may be exiting the Fire Escape stairwell from the room above.

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Use of Chairs and Tables for Main Hall activities	Risk of contamination and infection through use	3	5	15	Chairs will need to be unloaded from the Chair Rack and Tables taken from the Table Rack in the Main Corridor. Group organiser to sanitise Tables and Chairs used with wipes pre and post use	1	5	5	
Stairs and Landing	“Pinch Point” for people crossing on the Stairs. Risk of infection through touching hand rails	5	5	25	Stairs now designated one-way to First Floor with exit by First Floor Fire Exit staircase. One-way signs placed at foot of stairs and on landing. Group Organiser to sanitise hand rails pre and post First Floor activities	1	5	5	
Group activity in First Floor Lounge	Risk of infection through airborne contamination	3	5	15	Group size in First Floor Lounge restricted to 10 plus Organiser to achieve 2 metre social distancing during activity. Ventilation will be improved by opening all Velux windows in the room and windows in the Kitchen and TV and Community Function Room	1	5	5	Fabric covered Chairs and Coffee Table to be stored in TV and Community Function Room. Trolley to be stored in the Kitchen.
Preparation and or Cooking and serving of Meals and Beverages	“Pinch Point” for Social Distancing and risk of passing infection through plates, utensils, cups and glasses.	5	5	25	Kitchen will be closed to all Groups for use except in an emergency where water is needed to hydrate someone or for cleaning up vomit or spillages. Access Door to remain bolted and a sign to be affixed to it identify “KITCHEN CLOSED”	1	5	5	
TV and Community Function Room	Social Distancing “Pinch Point” and risk of infection when in close contact with others in confined space	5	5	25	Facility will be closed and only used as an ISOLATION AREA for someone with suspected COVID-19 Virus. PPE comprising disposable apron and gloves, face covering, sanitiser and tissues will be made available on the corner cupboard shelf	3	5	15	PPE is solely for the use of the Organiser or their assistant whilst taking care of the person who became ill and before medical assistance arrives

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IT Bench	Social Distancing not possible with current Computer distribution	3	5	15	Middle computer of 3 to be moved to store to achieve 2 metre social distancing when in use	1	5	5	
Use of Chairs and Tables in First Floor Activities	Risk of contamination and infection through use	3	5	15	Chairs to be collected from and returned to the Chair Rack on the Landing and Tables from the Landing Store Cupboard. Group organiser to sanitise with wipes if used by the Group.	1	5	5	
Exit from First Floor Lounge	Social Distancing "Pinch Point". Groups on stairs, corridor and lobby could cross contaminate	5	5	25	Exit via Fire Exit Staircase in TV Room. This exits on the West side of the building close to the Main Hall Fire Exit and is also being used as a one-way system. Hand sanitisation attached to wall by exit. Path will be marked every 2 metres back to main gate to identify social distancing	1	5	5	In event that the TV Room is in use as an Isolation Area. Group will be asked to vacate the First Floor by the Main Stairs. Communication with any other Group in the building at the time will be essential to ensure the First Floor Group leaves in advance of the Main Hall Group