

This sample document is a guide to help VCF groups produce a COVID-19 risk assessment for your community venue hall/centre. Adapt it to suit your own premises as appropriate. In addition, review your usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with employees and volunteers (HSE guidance). Any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key groups who use your centre regularly so that their concerns can be taken into account before it is issued.

A key part of the risk assessment is identify “pinch points” where it will not be possible maintain social distancing of 1 metre. Momentary passing at a closer distance e.g. corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space, where people remain for longer. Where social distancing is not possible mitigation measures are acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

### Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and Bury VCFA cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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 that you might like to consider**

# Sample COVID-19 Risk Assessment for re-opening Community Venues – September 20



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Staff, contractors and volunteers –</b> Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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.</p>	<p><b>Stay at home guidance if unwell at entrance and in Main area.</b> <b>Staff/volunteers provided with sanitizers, masks and gloves.</b> <b>Provide protective overalls if the job requires prolonged public contact. Contractors provide own</b> <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b> <b>Follow PHE guidance and PPE if deep cleaning is required.</b></p>	<p>Staff/volunteers may need guidance as to cleaning.</p> <p>E.g. 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.</p>
<p><b>Staff, contractors and volunteers–</b> think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. 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. Mental stress from handling the new situation.</p>	<p><b>Staff in the vulnerable category advised not to work for time being.</b> <b>Discuss situation with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</b></p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p><b>Main Hall/Office/Area</b></p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned before and after use</b> <b>Social distancing guidance to be observed in arranging activities.</b> <b>Clients to be encouraged to wash hands regularly.</b></p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.

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<p><b>Car Park/paths/patio/interior areas</b></p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p><b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b> <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b> <b>Wear plastic gloves and remove.</b></p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>
<p><b>Entrance hall/ lobby /corridors</b></p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p><b>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided in all rooms &amp; toilets</b></p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each room. Empty regularly.</p>
<p><b>Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the venue</b></p>	<p>Confusion among users/hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of &lt;6.</p>	<p><b>Ensure hirers/users understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups.</b> <b>Adjust hire/use conditions to cover this.</b> <b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b></p>	<p>Event organisers are not expected to ask about people’s domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice.</p> <p>But no group members should mingle, ie mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced.</p> <p>Avoid raised voices or interactions.</p>
<p><b>Area or People at Risk</b></p>	<p><b>Risk identified</b></p>	<p><b>Actions to take to mitigate risk</b></p>	<p><b>Insert Date completed and any notes.</b></p>
<p><b>Upholstered</b></p>	<p>Virus may remain on fabric. Cannot</p>	<p><b>Cushioned chairs with arms are reserved</b></p>	

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<b>seating</b>	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, ie more frequently.	<b>only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves.</b> <b>Clean metal/plastic parts regularly touched.</b> <b>Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</b>	
<b>Small meeting rooms and offices</b>	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	<b>Recommend use of larger meeting spaces and avoid use of small rooms, other than as offices.</b> <b>Surfaces and equipment to be cleaned before and after use</b> <b>Rooms with carpeted floors not to be use for keep fit type activities.</b> <b>Wipe clean shared phones copier &amp; printer etc.</b>	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.
<b>Kitchen</b>	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	<b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b> <b>Clean all areas likely to be used before and after use, wash, dry and stow crockery and cutlery after use.</b>	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.
	Cooker/Microwave	<b>Hirers to bring own tea towels.</b> <b>Hand sanitiser, soap and paper towels to be provided</b> <b>Consider encouraging hirers to bring their own Food and Drink for the time being.</b>	
<b>Store cupboards (cleaner etc)</b>	Social distancing not possible Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	
<b>Storage Rooms (furniture/equipment)</b>	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Decide whether hall cleaner cleans or hirer to clean equipment required before use.</b> <b>User group to control accessing and stowing equipment to encourage social distancing.</b>	Consider whether re- arrangement or additional trolleys will facilitate social distancing.

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<b>Indoor Toilets</b>	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Control numbers accessing toilets at one time, with attention to more vulnerable users. clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
<b>Boiler Room</b>	Door handle, light switch Social distancing not possible	<b>Public access unlikely. Cleaner to decide frequency of cleaning.</b>	
<b>Stage</b>	Curtains Social distancing Lighting and sound controls	<b>Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.</b>	
<b>Changing Rooms</b>	Outdoor toilets can be opened but it is not compulsory.	<b>If opening changing rooms or outdoor toilets, establish frequency of cleaning and provide signage</b>	See Government Guidance for councils on opening public toilets
<b>Events</b>	Handling cash and tickets Too many people arrive	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments/donations to be handled by one individual wearing gloves.</b>	
<b>Playground, Play equipment and Outdoor gym equipment</b>	People at risk: clinically vulnerable children or adults, older relatives. If closed children are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access	<b>Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</b>	Covid-19 Risk Assessment required if re-opened.