

| Area or People at Risk | Risk identified | Actions to take to mitigate risk by centre | Further action to be taken by hirer and users | Date completed and by whom |
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| Staff, contractors and volunteers | <ul style="list-style-type: none"> • 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. • Contractors doing repairs etc. | <ul style="list-style-type: none"> • Limit contractors to minimum. • Ensure availability of PPE for caretaker and cleaners. • All waste to be collected in bags, tied and securely disposed of. | <ul style="list-style-type: none"> • Contractors to provide their own PPE. • Contact details of all contractors visiting the centre to enable 'Track and Trace'. • All contractors and volunteers to sign in. This information will be retained for three weeks. | |
| Staff, contractors, hirers, volunteers and centre users | <ul style="list-style-type: none"> • Staff/volunteers/users of the centre who are either extremely vulnerable or over 70. • Staff or hirers 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. | <ul style="list-style-type: none"> • Each hirer asked to consider if it is appropriate for their group to be using WWMCC indoors, or do numbers need limiting, given current government guidance. WWMCC trustees able to refuse if deemed necessary. • Signage around WWMCC to explain what steps are being taken to ensure the site is Covid safe. • Inform and discuss safety measures with caretaker and cleaner. | <ul style="list-style-type: none"> • Hirer to provide written statement of their intentions regarding hygiene and social distancing of their group. • It is hirer's responsibility to inform WWMCC if any of their group tests Covid positive, or falls ill during event. • Each hirer to have contact details of each participant to enable 'Track & trace'. • All hirers and users to sign in. This will be retained for three weeks. | |

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| Cont'd | <ul style="list-style-type: none"> • Mental stress from handling the new situation. | <ul style="list-style-type: none"> • Risk assessment to be sent to each hirer. New bookings to sign statement. • Chair of trustees to have frequent dialogue with caretaker and cleaner. Monitor mental stress and refer to support services if required. | <ul style="list-style-type: none"> • Hirer to clean door handles and light switches on entry and exit. • Ensure windows and doors are open for ventilation when hall is in use. • Hirer must monitor and remind all users about social distancing. • All users to be encouraged to wash hands frequently and to use sanitizer provided on entry and exit. | |
| Car Park | <ul style="list-style-type: none"> • Social distancing is not observed as people congregate before entering premises. • Car park could get too congested to allow social distancing. • People drop tissues and other personal litter which could be infected. | <ul style="list-style-type: none"> • Restrict number of users of centre in liaison with named hirer. • Signage to advise social distancing. • Caretaker to check daily outside area for waste and remove. • Provide marked bins for rubbish. | <ul style="list-style-type: none"> • Gate to be closed once all users have arrived to avoid casual users of car park. • Hirer to have clear entry/ exit routine to maintain social distancing. | |
| Entrance porch, corridors | <ul style="list-style-type: none"> • “Pinch points” and busy areas where risk is social distancing is not observed in a confined area. • Door handles, light switches in frequent use. | <ul style="list-style-type: none"> • Hand sanitiser to be placed at entrance doors. Signage to remind about social distancing. • Cleaning material for hirer to use at start and end of session with door handles and light switches. | <ul style="list-style-type: none"> • Users could be asked to wait in car until called by event organiser. • Doors to be kept open at start and end of session. • Hirer to have clear entry/ exit routine to maintain social distancing. | |
| Large and small halls | <ul style="list-style-type: none"> • Main areas used by hirers and centre users. • Door handles, light switches, window catches, tables, chairs and floor | <ul style="list-style-type: none"> • Hand sanitiser at main entry point in each hall. • Use of large hall advised to hirer to increase space for social distancing. • Tables to be spread apart by at least two metres. • Waste bin in each hall for disposal of tissues and other personal rubbish. | <ul style="list-style-type: none"> • Each hirer will send details of measures they will put in place for hygiene and social distancing on entry and exit to the hall. • Ensure windows and doors are open for ventilation when hall is in use. | |

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| | | <ul style="list-style-type: none"> • Hall will be deep cleaned weekly. • See table and chairs for further detail regarding these risks. | <ul style="list-style-type: none"> • Hirers to specify what equipment they need and this will be left for them to set out. • One person or members of the same household per table. | |
| Stage | <ul style="list-style-type: none"> • Curtains • Social distancing • Lighting and sound controls | <ul style="list-style-type: none"> • No access to stage or backstage. • Signage to inform all users of this restriction. • Tape to mark closure of back stage access. | <ul style="list-style-type: none"> • No access to stage or backstage for hirers. | |
| Bar Area | <ul style="list-style-type: none"> • Bar surface, glasses • Behind bar area (bar staff only) | <ul style="list-style-type: none"> • Currently closed as no large events planned. • Risk assessment to be undertaken by Cocktail Stars. | <ul style="list-style-type: none"> • Currently closed as no large events planned. | |
| Office | <ul style="list-style-type: none"> • Social distancing more difficult in smaller areas • Door and window handles Light switches • Tables, chair backs and arms. Floors with carpet less easily cleaned. | <ul style="list-style-type: none"> • Used infrequently and door is kept locked. Door handles to be cleaned as part of general cleaning routine. | <ul style="list-style-type: none"> • No access to office for hirers. | |
| Kitchen | <ul style="list-style-type: none"> • Social distancing more difficult Door and window handles Light switches • Work surfaces, sinks, cupboard/drawer handles. Fridge/freezer Crockery/cutlery • Kettle/hot water boiler • | <ul style="list-style-type: none"> • Kitchen closed to hirers and centre users. Access for staff only. • Risk assessment to be revised as required. | <ul style="list-style-type: none"> • Kitchen closed to hirers and centre users. • Hirers asked to bring own drinks. | |

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| Boiler Room | <ul style="list-style-type: none"> • Door handle, light switch Social distancing not possible | <ul style="list-style-type: none"> • Caretaker only to access. If contractor is required it will be only one person allowed. Light switches to be cleaned on entry and exit. | <ul style="list-style-type: none"> • No access to boiler room for hirers. | |
| Storeroom | <ul style="list-style-type: none"> • Social distancing not possible Door handles, light switch | <ul style="list-style-type: none"> • Only caretaker and cleaner to have access. | <ul style="list-style-type: none"> • No access to store room for hirers. | |
| Toilets | <ul style="list-style-type: none"> • Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. • Baby changing and vanity surfaces, mirrors. | <ul style="list-style-type: none"> • Soap, hand sanitiser and hand towels in each toilet. • Hand dryers available switched off. • Signage to encourage 20 second handwashing. • Waste bins in each toilet. • Waste removed after each hirer and securely disposed of. • Identify toilets to be used by each group to limit number of individuals using them. • Caretaker to clean daily. • Toilets and floor to be deep cleaned weekly. | <ul style="list-style-type: none"> • No more than one person at a time to ensure social distancing. Hirer to monitor this is adhered to. • Regular hand washing for 20 seconds. • Hirer to clean door handles, light switches, toilet flush handle and toilet seats at start and end of session. • Outer toilet door to be left open where possible. | |
| Chair store | <ul style="list-style-type: none"> • Social distancing more difficult • Chairs touched when moving. | <ul style="list-style-type: none"> • Chair store doors to be closed. • Clean chairs to be left out for hirers. | <ul style="list-style-type: none"> • No access to chair store for hirers. | |

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| <p>Chairs (Upholstered seating)</p> | <ul style="list-style-type: none"> • Virus may remain on fabric. Cannot 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. | <ul style="list-style-type: none"> • Metal parts to be wiped down. • Fewest amount of chairs out as needed. Caretaker to rotate chairs allowing 72 hours between each use. • Space identified for used chairs by signage and area marked by tape on the floor. | <ul style="list-style-type: none"> • Used chairs to be moved wearing gloves to identified area. | |
| <p>Tables</p> | <ul style="list-style-type: none"> • Virus may remain on surfaces. • Tables touched when moving. | <ul style="list-style-type: none"> • Provide cleaning material for hirer to use before and after use. • Caretaker to leave out required tables. | <ul style="list-style-type: none"> • Hirer to inform of tables required. • Hirer to clean tables at start and end of session. • Tables to be spread apart at least two metres. • One person or members of the same household per table. | |
| <p>Events</p> | <ul style="list-style-type: none"> • Too many people to social distance. Handling cash and tickets | <ul style="list-style-type: none"> • No large scale events to be currently allowed. Once they do resume risk assessment will be updated. • Encourage payments to be made by BACS (including all hirers). Any cheques or cash posted in letter box and not handled for 72 hours. | <ul style="list-style-type: none"> • No large scale events to be currently allowed. • Payment for hall hire to be made by BACS wherever possible. | |