

# Northleach with Eastington Town Council – Westwoods Centre Covid Risk Assessment

Carried out by: Town Clerk
Date of Initial Assessment: 21 September 2020
Site: The Westwoods Community Centre

This risk assessment considers the risk of catching or spreading the novel disease covid-19 according to the area of activity.

It is based on [GOV.UK: Working safely during coronavirus \(Covid-19\)](#);

and [GOV.UK: Government guidance on the safe use of multi-purpose community facilities](#) (withdrawn on 23 July 2021)

and [GOV.UK: Guidance on the safe use of council buildings](#) (withdrawn on 23 July 2021)

Hirers are reminded that Government guidance is subject to change and to check you understand the latest guidance that applies to your activities.

Always consult the GOV.UK website for up-to-date guidance: <https://www.gov.uk/coronavirus>

If you have any feedback on this risk assessment, please contact the Town Clerk on [clerk@northleach.gov.uk](mailto:clerk@northleach.gov.uk).

## Revision History

Version	Change Description	Release date:
V 1.02	First publication	30 September 2020
V 2.0	Government introduced a system of <a href="#">local restriction tiers</a>	02 December 2020
V 3.0	Updated as Gloucestershire moves into Tier 4: Stay at Home	31 December 2020
V 3.2	Reviewed for lockdown (tighter Tier 4 restrictions across the whole of England)	06 January 2021
V 4.0	Updated with regards to the 'Roadmap out of Lockdown' (Steps 2 and 3)	07 April 2021
V 4.1	New guidance for indoor exercise classes from 17 May	13 May 2021
V 4.2	Indoor exercise capacities updated	10 June 2021
V 5.0	Legal restrictions lifted in Step 4; new capacity limits based on venue/activity instead	19 July 2021
V 6.0	Covid capacities relaxed, activities table deleted to reflect updated guidance.	26 July 2021

## Summary

There are currently no restrictions\* the numbers attending activities or private hire in council buildings, but we would recommend a cautious approach.

\* Bookings are subject to cancellation if Government guidance in force at the time of the event would not permit it.

Organisations and businesses hiring the centre are expected to:

- maintain an appropriate level of public liability insurance and provide evidence of this on demand,
- risk assess their activities, and
- comply with any guidance for their activities issued by their National Governing Body, where applicable.

Individual hirers are expected to:

- stay at home if you feel unwell,
- practise good hand hygiene,
- wear a face covering in crowded places (unless exempt) and
- let fresh air in (open doors and windows).

Please see the table on the next page for more information.

## Covid Risk Assessment by Area of Activity

Area of risk	Risk identified	Control measures	Notes
Shared spaces: Car Park / paths / exterior areas	<ul style="list-style-type: none"> <li>Parking area is too congested to allow social distancing.</li> <li>Social distancing is not observed as people congregate before entering premises.</li> </ul>	<ul style="list-style-type: none"> <li>Allow more time between bookings so that late or early arrivals from different bookings do not overlap.</li> </ul>	
Shared spaces: Entrance lobby and corridors	<ul style="list-style-type: none"> <li>Possible congregation and busy areas where risk is social distancing is not observed.</li> <li>Door handles, light switches etc. are in frequent use by different people.</li> </ul>	<ul style="list-style-type: none"> <li>Single entry and exit points are acceptable for small groups of hirers who arrive and leave the building at specific times.</li> <li>Signage to remind people not to enter the building if they feel unwell or have been advised to self-isolate.</li> <li>Provide hand sanitiser for use on arrival.</li> <li>Floor stickers to remind visitors about social distancing message.</li> <li>Contact points to be cleaned by Council staff between each hire.</li> <li>Provide bins for waste and PPE disposal in entrance area and empty regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Consider one-way system for larger groups via fire door by plant room. (Visitors to close afterwards).</li> <li>Users with accessibility needs will not be able to use side door as it opens on to gravel path.</li> </ul>
Main Hall (16m x 9m)	<ul style="list-style-type: none"> <li>Core principles of social distancing and hand hygiene not being observed.</li> </ul>	<ul style="list-style-type: none"> <li><b>Capacities without social distancing: 200 persons standing, 172 theatre-seated OR 120 banquet seated</b></li> <li>Social distancing guidance to be observed by hirers in arranging their activities.</li> <li>Hirers advised to wear face coverings, unless exempt by reason of age or health.</li> <li>Surfaces and equipment to be cleaned by hirers (not staff) before use.</li> <li>PA systems utilised where practical to avoid speakers needing to raise their voice</li> </ul>	<ul style="list-style-type: none"> <li>Allow hirers to arrive up to half an hour earlier in order to pre-clean for their own use.</li> <li>Covid capacity limits are no longer in place, but we would recommend a sensible approach (based on a risk assessment) to prevent overcrowding and allow space for those who wish to maintain social distancing</li> </ul>

Midwinter Room (7.6m x 5m)	<ul style="list-style-type: none"> <li>Social distancing more difficult in smaller areas</li> </ul>	<ul style="list-style-type: none"> <li><b>Capacities without social distancing: 30 persons seated OR 40 standing</b></li> <li>Open windows and doors for ventilation and remember to close afterwards</li> <li>Other conditions as for main hall</li> </ul>	<ul style="list-style-type: none"> <li>Recommend use of larger meeting spaces to avoid use of small rooms.</li> </ul>
Taylor Room (4.9 x 3.6m)	<ul style="list-style-type: none"> <li>Social distancing more difficult in smaller areas</li> </ul>	<ul style="list-style-type: none"> <li><b>Capacities without social distancing: 15 persons seated or standing</b></li> <li>Open windows for ventilation</li> <li>Other conditions as for main hall</li> </ul>	<ul style="list-style-type: none"> <li>Recommend use of larger meeting spaces to avoid use of small rooms.</li> </ul>
Shared spaces: Toilets (Ladies, Gents, Accessible, Toddlers)	<ul style="list-style-type: none"> <li>Social distancing more difficult in smaller areas.</li> </ul>	<ul style="list-style-type: none"> <li>Provide hand sanitiser outside the toilets</li> <li>Alternate cubicles taken out of use.</li> <li>Hirer to check toilets and clean contact points before public arrive.</li> <li>Hirer to control numbers accessing toilets, attention to vulnerable and younger users</li> <li>Signage to remind people to wash hands and good handwashing technique.</li> </ul>	<ul style="list-style-type: none"> <li>Supplies of soap, sanitiser, etc to be checked daily and replenished. Bins checked and emptied regularly.</li> </ul>
Shared spaces: Kitchen	<ul style="list-style-type: none"> <li>Social distancing more difficult in smaller spaces.</li> <li>Lapses in hygiene are riskier in a food preparation area.</li> </ul>	<ul style="list-style-type: none"> <li>Kitchen must be booked in advance</li> <li>Maximum 2 people from the same group to use the kitchen at any one time.</li> <li>Hirers to clean all areas likely to be used before use, and wash, dry and stow crockery and cutlery after use</li> </ul>	<ul style="list-style-type: none"> <li>Soap and paper towels to be available for handwashing.</li> <li>Cleaning materials to be made available in clearly identified location, regularly checked and re-stocked as necessary.</li> </ul>
Shared equipment: Tables and seating	<ul style="list-style-type: none"> <li>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric.</li> </ul>	<ul style="list-style-type: none"> <li>Cushioned / upholstered chairs reserved for those in need by reason of infirmity.</li> <li>Metal parts of upholstered chairs and plastic chairs cleaned by hirers before use.</li> </ul>	<ul style="list-style-type: none"> <li>Plenty of plastic chairs available</li> <li>Upholstered chairs stored away</li> </ul>
Storage rooms	<ul style="list-style-type: none"> <li>Social distancing more difficult</li> </ul>	<ul style="list-style-type: none"> <li>Hirer to control accessing and stowing equipment to encourage social distancing.</li> <li>Hirer to clean equipment before use.</li> </ul>	<ul style="list-style-type: none"> <li>Ask groups to consider removing items that are difficult to clean.</li> </ul>
Cleaning cupboard	<ul style="list-style-type: none"> <li>Social distancing more difficult</li> </ul>	<ul style="list-style-type: none"> <li>Public access not required</li> </ul>	