



Test and Trace



COVID-19 RISK ASSESSMENT FOR THE WINDMILL COMMUNITY CENTRE

What are the hazards? The spread of COVID-19

Who might be harmed? Hirers and users of the Windmill, Windmill staff, Windmill volunteers (including Trustees), contractors

Area or people at risk	Risk identified	Actions to mitigate risk and any notes	Date completed
Hirers, staff, volunteers, contractors Who is most at risk?	Any person who is in a vulnerable category according to government guidance - i.e. over 70 or with a pre-existing medical condition. Any person carrying out cleaning, caretaking or maintenance tasks could be exposed if a person carrying the virus has entered the building. Any person might suffer mental stress from handling the new situation	Advise people in the vulnerable category not to enter the building. Discuss the situation with any staff, volunteers over 70 to identify whether the provision of personal protective equipment (PPE) and other safety protocols in Public Health England (PHE) guidance is sufficient to mitigate their risks. Talk with staff, volunteers regularly to check that arrangements are working. Make sure people know that they can raise concerns at any time. Notify NHS Test and Trace, all hirers, staff, volunteers or contractors IMMEDIATELY if someone is tested positive for COVID-19 who has been in the building.	

Area or people at risk	Risk identified	Actions to mitigate risk and any notes	Date completed
<p>Hirers, staff, volunteers, contractors What activity or task is most likely to cause transmission of the virus?</p>	<p>Cleaning and touching surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning the building if someone with the virus has been on the premises. Occasional contractors on site.</p>	<p>Put up safety guidance signs at the main entrance and throughout the building warning people to <u>STAY AT HOME</u> if they have any COVID-19 symptoms. Provide staff, volunteers with appropriate PPE and give guidance on which cleaning tasks to prioritise and how to clean frequent touch points and surfaces most effectively. Advise staff, volunteers to wash outer clothes after any cleaning duties. Insist that contractors provide and wear their own PPE.</p>	
<p>Outside areas Car park and pathways around the building</p>	<p>Social distancing difficult when car park is congested and people - particularly parents - are congregating immediately outside the main entrance to pick up their children. People dropping tissues and other rubbish.</p>	<p>Ask people to maintain 2 metres distancing outside the main entrance and not litter. Ask cleaning staff to keep main entrance and pathways around the building clear of all rubbish.</p>	
<p>'Pinch points' in the building Including main entrance, entrance lobby, corridors, toilet areas, kitchen, stairs and landing</p>	<p>Busy confined areas where 2 metre social distancing is difficult or impossible. Door handles, light switches and other frequent touch points.</p>	<p>Require the compulsory wearing of masks in all the confined communal areas identified. Put up safety guidance signs asking people to take turns to use toilet corridors, stairs, main entrance etc. 'one at a time'. Provide hand sanitiser by the main entrance and regularly check levels. Remove tables and chairs from entrance lobby to discourage people from congregating there. Encourage people to wash their hands often. Clean frequent touch points regularly and thoroughly. Provide more bins throughout and empty regularly.</p>	

Area or people at risk	Risk identified	Actions to mitigate risk and any notes	Date completed
Toilets Including upstairs and downstairs	Social distancing difficult. Surfaces such as door handles, toilet seats and basins etc. in frequent use.	Require hirer to control numbers accessing toilets at one time. Institute 'one in, one out' policy. Require hirer to make sure all frequent touch points and surfaces are wiped down before and after use. Fix main doors to downstairs toilets open to reduce touch points. Ensure soap, paper towels and toilet paper are regularly replenished, and hirer knows where to access for restocking if necessary.	
Main Hall Including stage COVID-19 maximum capacity - 30	Door handles, light and heater switches and other frequent touch points. Tables, chairs and other equipment including badminton, soft play, curtains, stage lights etc. Maintaining social distancing - particularly with younger children.	Require hirer to make sure all frequent touch points and surfaces are wiped down before and after use. Organise regular cleaning timetable for staff. Put up safety guidance signs and encourage hirers to observe social distancing and regularly wash hands.	
Clifton Room COVID-19 maximum capacity - 8	Door handles, light switches and other frequent touch points. Tables, chairs and AV equipment Maintaining social distancing.	Require hirer to make sure all frequent touch points and surfaces are wiped down before and after use. Organise regular cleaning timetable for staff. Put up safety guidance signs and encourage hirers to observe social distancing and regularly wash hands.	
Deddington Studio COVID-19 maximum capacity - 20	Door handles, light switches and other frequent touch points. Tables, chairs and other equipment. Maintaining social distancing.	Require hirer to make sure all frequent touch points and surfaces are wiped down before and after use. Organise regular cleaning timetable for staff. Put up safety guidance signs and encourage hirers to observe social distancing and regularly wash hands.	

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Hempton Lounge COVID-19 - Unavailable	Minimal risk as Hempton Lounge is to be used only for access and as a safe space for anybody who becomes unwell with COVID-19 whilst on the premises.	Inform hirers that the Hempton Lounge is not available for hire. Put signage up to that effect. Should someone in the building become unwell with COVID-19, notify NHS Test and Trace, all hirers, staff, volunteers or contractors <u>IMMEDIATELY</u> .	
Storage rooms Including cupboards and boiler room	Door handles, light switches and other frequent touch points. Maintaining social distancing whilst accessing and stowing equipment.	Require hirer to make sure all frequent touch points and equipment are wiped down before and after use. Put up safety guidance signs and encourage hirers to observe social distancing and regularly wash hands.	
Kitchens Including upstairs and downstairs	Minimal risk as kitchens are to remain closed until further notice. The upstairs kitchen to remain locked. The downstairs kitchen to be used for access only.	Inform hirers that both kitchens are closed and that no food or drinks are to be prepared or stored in cupboards or in the fridge until further notice. Put signage up to that effect. Encourage hirers to bring their own refreshments if necessary.	
Parish Council Office	Minimal risk as PC office is self-contained with access through the back door.	Ask Parish Clerk to bring her own refreshment and minimise use of communal areas.	
Changing rooms	No risk as changing rooms are to remain closed until further notice.	Monitor the situation and re-open based on government guidance	

The Windmill COVID-19 Risk Assessment will be reviewed on a monthly basis and may be updated in the light of any new, relevant government guidance

The Windmill is a shared community centre and is used by hirers at their own risk

Thank you for your cooperation

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