AVCC Covid-19 risk assessment	Hirer / Group / meeting Aylesford Village Community centre	Date completed 22 January 2022
Hall required All Halls & areas	No of attendees n/a	Type of event Use of Community Centre re Covid 19

Area of risk	Risk Identified	Actions to mitigate risk	Notes
Plan B of Covid Restrictions	Risk of infections	The current restrictions that apply to the Community Centre are as folllows: The use of hand sanitiser on entering, Social distancing and the wearing of face coverings in the corridors, kitchens, toilets and in the bar area are a requirement. Within the halls the hirer will ensure that their own risk assessment is adhered to, ensuring the safety of those present. Please note:The hirer must have their own risk assessment in place for their event.	Omicron risk of infection reduced
Car park, paths and exterior areas	Social Distancing not observed, too crowded	Signs advising distancing at each entrance. Outside: There are distancing marks on the ground for queuing.	Social distancimng observed, crowding controlled
Numbers allowed in hall	Not enough room for social distancing	The maximum number allowed in each hall is now back to pre Covid numbers. The hirers own risk assessment will state the number deemed to be safe and whether the wearing of face coverings etc are required according the event they are running. All windows to be kept open.	Hirers risk assessment ensures social distancing is observed and circulation of air increased
Cleaning of the Centre	Contamination of frequently used surfaces	Hirer to wipe down surfaces before and after the hire. including door handles and other surfaces that may be touched frequently. The Centre will be thoroughly cleaned between 6am and 9am daily.	Frequently used surfaces are sanitised and safe for users.
Entrance of Hirers, attendees and their exit	Crowding	Attendees to keep social distancing and wear face coverings on entry. Wait for entrance to be clear before entering and use the hand sanitiser at the entrance and exits, follow the one way system directions. Hirers should keep a list of all attendees in case required by NHS Test & Trace.	Social distancing observed, crowding controlled, information for NHS Test & Trace available

AVCC Covid-19 risk assessment Continuation sheet 1

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Cleaning supplies	Hirer does not bring their own cleaning supplies	A basket containing hand sanitiser and cleaning cloths together with antibacterial wipes will be supplied. The antibacterial wipes must be placed in the toilet area so that users can wipe down the areas they have used. The cleaning cloths should be disposed of in the bins.	Sanitising equipment supplied and used by hirer to to reduce risk of infection.
Chairs, tables and equipment	Risk of items being put away without being cleaned	All equipment including tables and chairs that are used must be sanitised by the hirer at the end of the hire.	All items used sanitised.
Inside the Centre/ halls	Keeping halls ventilated.	All windows in the halls to be kept open to aid ventilation.	Halls ventilated to reduce risk of infection.
Toilets Areas for the Main Hall and small halls	Difficulty keeping distance in corridor areas and in toilets	In the main hall: the numbers using the toilets at any one time must be staggered to prevent overcrowding. Users should wipe down surfaces touched, with the anti-bacterial wipes provided and then dispose of in the toilet area bins. No wipes to be flushed. Face coverings and distancing must be adhered to. In the small halls area: Users should wipe down all surfaces touched, with the anti-bacterial wipes provided and dispose of in the toilet area bins. No wipes to be flushed. Face coverings and distancing must be adhered to.	Social distancing in corridors and toilets maintained to lessen the risk of infection.
Kitchens	Keeping kitchens sanitised	Kitchens are now open. Sanitising of taps, sinks and surfaces, including washing, drying and putting away cups and saucers must be adhered to.	Kitchens kept sanitised to reduce infection
Covid 19 incident	Suspected Covid case in the Centre.	The person affected to be asked to return home. The group affected will be closed by the hirer and attendees advised to shower and wash clothes on reaching home. The Trustees must be informed immediately on 01622 717473.	Centre closed until fully sanitised and risk of infection reduced. Centre will then reopen.