

COVID19 Risk Assessment for hirers/users of the Balsam Centre



The Balsam Centre, Balsam Park, Wincanton, BA9 9HB
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1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.

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

2. Hirers are asked to provide the Centre with a copy of their own Covid19 risk assessment.

3. Contact details of those attending the activities/sessions should be recorded and held securely for a period of 21 days. Thereafter they will be destroyed.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of Centre and equipment, especially after other hires	Other users or Centre cleaner have not cleaned hall or equipment used to standard required. Our group leaves area or equipment without cleaning.	Group to check with Centre Reception when area is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Centre equipment is made available
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout to comply.	Avoid use of café kitchen – ask people to bring water bottles/drinks Allow older people time to use toilets without queuing.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Use bins provided.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the Centre, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID19 symptoms	Transmission to other members of group and premises	Move person to safe area, obtain contacts, report to Reception. Record contact details of persons attending the Centre for your activity/session. Data to be kept securely for a period of 21 days and then destroyed.	

This document can be used as a guide to help produce a hirers/users COVID-19 risk assessment. Please be prepared to help them complete it.

It is intended as a supplement to a group's ordinary Risk Assessment.