

This document has been prepared by Bishton CC based on advice from HSE and other relevant bodies, and to include input from user groups.

## Risk Assessment for - Quiz night club

This Assessment should be completed by BCC in conjunction with the group undertaking the specific activity at Underwood Community Centre or Bishton Village Hall. It is intended to identify specific risks beyond those listed in the overall Covid 19 Risk Assessment issued by Bishton Community Council and available on our website. The Group Leader should read that Assessment first, and then identify any additional risks arising from the activity of their group, along with any further action needed, and enter them on the form below.

This document should be signed off at the bottom to acknowledge agreement and sent to the Clerk of Bishton Community Council.

Activity: **Quiz night**

Group Leader:

Date of assessment: *September 2020*

Assessment completed by: **Mike Hillman**

Date of next review: *November 2020*

What are the hazards?	Who might be harmed and how?	What are BCC already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed?	Done
1. Keeping facilities clean whilst operational during the COVID 19 pandemic.	1. Cleaners. 2. User groups. 3. Contractors.	<b>1. Kitchen to be closed to all user groups until further notice.</b> <b>2. In event of a user being tested positive close the facility for 7 days to allow for deep clean.</b>	1. User groups to bring their own cups, etc, and take away afterwards. 2. Users to bring their own refreshments and remove excess from premises when event ends.	1. BCC. 2. BCC cleaners. 3. User groups.	1. BCC prior to reopening. 2. Users during & after their event. 3. BCC cleaner after each	

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		3. Only one group to use the facility per day to allow cleaning to take place. 4. If an evening event takes place, organise late start for group next day to allow for cleaning to take place. 5. 'Material' surfaces that cannot be easily cleaned to be removed from use, i.e. stage area, cushion upholstery & chairs with ripped cushions.	3. Any unused food stuffs to be removed from premises after event ends. 4. Any items left after the event will be disposed of.		event.	
2. Transfer of virus between people using the facility.	<b>All users</b>	1. Provide hand sanitiser in key locations. 2. Put up posters encouraging hygiene & social distancing. 3. Rearrange storage areas to reduce transfer between different user's equipment. 4. Clean equipment items prior to returning to store	<b>1. Cleaners will not be responsible for cleaning user groups equipment.</b> 2. User group leaders to encourage adherence to COVID 19 precautions. 3. <b>Where 2m social distancing cannot be maintained users are to wear masks (e.g. corridor,</b>	1. BCC. 2. All user group participants.	1. Prior to reopening. 2. During each event.	

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		room / cupboards.	store rooms).			
3. A facility user tests positive for COVID-19	<b>Staff, Caretakers, Customers &amp; Contractors</b>	1. The <b>user group leader</b> is to keep a list of all members attending every event. 2. Any person who enters the premises who tests positive for COVID 19 is to inform the group leader & caretaker immediately. 3. The Group leader is to inform all attendees & recommend they isolate in line with WG guidelines.	1. <b>BCC will close the facility for 7 days to allow deep cleaning to take place.</b> 2. Group involved will not use the facility again for 14 days. 3. BCC Clerk to inform all user groups of situation.	1. User group leader. 2. Facility caretaker. 3. All users.	Immediately on notification of an infection.	
4. Social distancing not observed as people congregate prior to entering the premises	<b>Staff &amp; Customers.</b>	1. Mark out 2m social distancing area outside entrance. 2. BCC to put up posters to encourage social distancing.	1. <b>Group leader</b> to advise all members to follow COVID 19 precautions.	1. Group leaders. 2. BCC to mark outside areas.	1. Prior to facility opening.	
5. Social distancing	<b>All group</b>	1. Risk assessment sent to	1. BCC to inform group	1. BCC clerk,	1. Prior to	

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not being observed when using the facility.	<b>users.</b>	group leader for action. 2. Identify 'pinch points' and mark accordingly. 3. Put up posters encouraging social distancing. 4. Number of attendees will be restricted to allow social distancing.	leader of max. numbers allowed. 2. Group leader to restrict number of attendees.	caretaker. 2. User group leader.	meeting. 2. During event.	
6. Potential transfer of virus in store rooms - one user group touching other user's equipment.	<b>User groups &amp; cleaners.</b>	1. Rearrange storage areas to reduce one user group touching other groups equipment. 2. Move lockers into main hall to create more space in store rooms. 3. Relocate 'Little Ones' toys into one store room.	<b>1. Users not to handle items not belonging to their group.</b> 2. User equipment to be cleaned prior to returning to store room.	1. BCC. 2. User group leaders.	3. BCC prior to reopening. 3. Users during event.	
6. Multiple users in toilets & queuing outside in corridor.	<b>User groups.</b>	<b>1. Where 2m spacing in corridors is not possible users are to wear masks.</b> 2. Put up posters advising single person occupancy.	1. <b>Group leader</b> to advise all members to adhere to COVID 19 precautions.	1. All users	1. BCC before reopening. 2. Users during each event.	

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		3. Provide advice regarding cleaning toilet seat before use. 4. Mark out social distancing to avoid 'blockage' in corridor.				

More information on managing risk:

- HSE website: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)
- WcVA guidance for opening Community Centres:  
<https://wcva.cymru/wp-content/uploads/2020/08/Guidance-for-Community-Centres-reopening-in-Wales.pdf>

Name: .....

Quiz Night Group Leader

Dated: .....