



COVID-19 Risk Assessment for re-opening Hale Community Centre – June 2020

The government have indicated that community facilities may open for a limited range of functions from 4 July. This risk assessment is necessary to consider if it is safe to open, and which groups will be safe/eligible to hire and under what basis.

Regular checks required by health and safety legislation have continued to be carried out during the closure period.

This COVID-19 Risk Assessment has been carried out in consultation with all employees and Trustees. It will be issued to all hirers as a document to be observed as part of the Special Conditions of Hire.

Hiring going forward will be based on risk management and the ability of the centre to provide the safest possible environment and the hire to have control measures in place to keep their guests safe whilst in the centre, including meeting the required social distancing and hygiene practices. Hirers will be responsible for providing their own PPE, cleaning materials and sanitizer and will make their own decisions regarding their own groups bearing in mind all relevant government guidance. The centre will not be held responsible for the actions of hirers within their own groups.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive and the staff and Trustees of Hale Community Centre cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it.

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 could be considered

This risk assessment will be reviewed weekly by the Centre Manager and Administrator and amendments will be made, confirmed with the Trustees and will be available on the notice board in reception and on the community centre website.



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – identify who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff member or volunteer has had contact with a person identified as having the virus or identified themselves as having it.</p>	<p>Recommend Centre Manager and Administrator rotate days working in the centre office.</p> <p>Inform all team members immediately and self-isolate if:</p> <ul style="list-style-type: none"> • you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) • you're waiting for a coronavirus test result • you've tested positive for coronavirus – this means you have coronavirus • you live with someone who has symptoms, is waiting for a test result or has tested positive • someone in your support bubble has symptoms, is waiting for a test result or has virus <p>All those who have had contact with the person in question in the 7 days ahead of symptoms to be informed.</p>	<p>To ensure that key members of the team are not exposed to COVID 19 rota needs to be drawn up.</p>
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Consulting Room must be used for isolation until the individual leaves the centre.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>



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<p>Staff, contractors and volunteers– identify who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Provide a screen for any reception office – there is already glass in place.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working, does anyone require support or need to seek professional advice on mental health concerns.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Car Park/paths/ garden/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out the 2metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</p> <p>Cleaner asked to check the area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>



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Main Hall / Lounge	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtains or blinds</p> <p>Displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Consider removing cushions and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Copier, laminator, shredder.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use. Wipe shared copier, telephone etc.</p> <p>Staff required to clean equipment, desk and chair at the beginning and end of each day.</p> <p>Recommend that a face mask/covering is worn</p>	<p>Consider closing, only hiring when the main hall is not in use or as possible overflow for activities when more attend than expected.</p>
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>Hirers are asked to control numbers using the kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before and after use, use dishwasher for any crockery and cutlery used.</p> <p>Hand sanitiser, soap and paper towel to be provided</p> <p>Tea towels removed, use blue paper instead</p> <p>Consider encouraging hirers to bring their own Food and Drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on bookcase in the reception area, regularly checked and re-stocked as necessary.</p> <p>Consider closing the kitchen if not required or restricting access.</p>
Non-essential furniture and items in the centre	<p>Provide opportunity for spread of virus</p>	<p>Remove non-essential furniture and goods in general areas of centre including leaflets in receptions</p>	<p>Remove any items that provides for extra cleaning or opportunity for multiple people to handle</p>



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Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Toilets	Social distancing is difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets to one at one time. Hirer to clean all surfaces etc before the public arrives and when the group has finished. Create engaged/vacant signage and display posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished. Staff to wipe down door handles and taps with anti-bacterial spray on an hourly basis – record of cleaning on door.
Staff, volunteers and users of community centre	Opening and closing practices – are sufficient in normal times but with increased risk of Covid-19 there is a risk of the virus remaining active	Current opening and closing practices will apply. In addition, high touch areas will be wiped down before any member of the public accessing the building and regularly during the day. Hirers will be required to wipe down high touch areas they are using prior to and after their group has met	High touch areas include but are not restricted to: Door handles Worktops Tables and chairs
Accessing the building – hirers and guests, staff, volunteers	High footfall limits the opportunity to social distance effectively	The person designated as responsible for the hire will enter the building through the main entrance which will ensure staff on duty are aware that they are in the building. Hirers will be requested to invite members of their groups to enter through the fire exit double doors at the front of the building of both the Main Hall and Training Rooms; this will reduce the pinch point of the reception area	Marks can be put outside these door to indicate 2m queuing positions



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Groups in rooms	The centre has very little influence over the conduct of hirers whilst in the room	The hirer is responsible for ensuring social distancing in their groups. They must provide a risk assessment which includes methods they will use to ensure social distancing happens in their group	We can support hirers complete a risk assessment for their group if required
Groups for projects run by centre	Risk of spread of virus within groups and community	All groups will be risk assessed in the same way as an external hire. Groups that do not meet the social distancing requirements will not resume until it is safe to do so.	The centre is responsible for the wellbeing of all community members who attend our groups
Staff, contractors, volunteers, centre users	Rubbish and handling of rubbish can provide cross contamination opportunities.	All rubbish will be removed by hirers at the end of their sessions and removed from the centre.	
All centre users	Spread of disease within the community	Everyone who enters the centre will be required to use the sanitizer provided and will be encouraged to wash hands frequently.	Posters encouraging good hygiene practices displayed around centre
All centre users	Keep a record of people in the centre for Track and Trace purposes	All hirers will be required to keep a list of contact details for all attendees of their groups. If someone within the group notifies they have developed symptoms/been tested positive for Covid-19 the hirer must inform the centre.	All hirer details are kept on booking database and the onus to inform individuals attending their sessions is on them