



COVID-19 Risk Assessment for re-opening Hagley Community Centre

14 August 2020

This COVID-19 Risk Assessment takes account of the core guidance on social distancing and points to address issued by the government and updated on 6 July 2020 entitled: COVID-19: Guidance for the safe use of multi-purpose community facilities and does not replace any existing assessments relating to Hagley Community Centre or any activities taking place on these premises.

This assessment will be available to all volunteers and contracted cleaners and to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Conditions of Hire.

The COVID-19 Risk Assessment will be updated in the light of any new government advice that may be forthcoming.

Community facilities such as Hagley Community Centre are currently permitted to serve as premises for early years and youth provision and meetings of clubs or groups as long as providers follow the relevant government guidelines.

Community facilities should not permit live performances in front of a live audience or '*any activities that would typically take place in a gym, sports venue or dance studio.*'

The advice regarding meetings and civic functions is:

'We continue to recommend that where meetings can take place digitally without the need for face-to-face contact, they should continue to do so. Where community facilities need to be used for physical meetings, these meetings should be managed within the social distancing guidance and principles' and:

'The principles set out in the 'Safer workplaces' guidance apply, including but not limited to:

- *meetings of civic, political or community groups (e.g. parish council meeting, ward meeting of political party; charity board of trustees)*
- *MP or councillor surgery/drop-in sessions. The government is discouraging unnecessary physical attendance at meetings.*
- *public meetings and local consultations (e.g. planning)'*

The Centre will only be hired to regular hires for the foreseeable future, weddings, parties, events, etc will be refused hire.

Hires must keep a register of attendees at their event detailing attendees' names and contact details, and be told that they must inform their Hirer immediately if they test positive for Covid-19 in the 7 days following their attendance at the Community Centre.

Hires must inform The Bookings Manager IMMEDIATELY if one of their attendees has tested positive for Covid-19.

The Bookings Manager will close the centre immediately and arrange a deep-clean of The Community Centre.

The Bookings Manager will identify all hirers who have used The Centre since the positive attendees visit and inform those hirers to contact their attendees with a Covid-19 alert.

Area and/or People at Risk	Risk identified	Actions to take to mitigate risk	Person responsible, Date completed and notes.
Cleaners Contractors Volunteer committee members Hirers	1. Bacterial infection from stagnant water supply	Hygiene water test carried out prior to opening and treatment applied if required	Maintenance Manager to arrange if required.
	2. Transmission of infection from person to person	<ul style="list-style-type: none"> • Hirers to provide assurance that they are Covid-19 safe and provide a risk assessment that relates to their event or activity • Restrict the maximum number of people allowed in the centre at any time to thirty. • Introduce a one-way system of entry and exit and install appropriate floor markers and signage • Place warning tape 2 metres apart outside the entrance to encourage socially-distanced queuing • Identify routes people should take within the building with floor markers/tape • Control the flow of groups in and out of the centre by staggering bookings to reduce congestion. • Centre users should avoid raising their voices as far as possible to reduce the risk from aerosol and droplet transmission • Centre users should, if they can, wear face coverings in an enclosed public space where they come into contact with people they do not normally meet and the activity or event does not permit social distancing. 	Hirers. Hirers Source appropriate floor markers and signage: Sue to make enquiries about signage David to ask for cost of hazard warning tape at Happy Families Bookings Manager to allow time between bookings for hirers to clean before and after bookings. Hirers Hirers

Vulnerable people		<ul style="list-style-type: none"> Hirers should note that certain groups of people including those over 70 are at increased risk and should take particular care to minimise contact with people outside their own household. 	Hirers
Access and Egress	3. Transmission by hard surface contact through people carrying the virus entering the building.	<ul style="list-style-type: none"> Hand sanitiser will be provided at the entrance and exit to the building, and by the kitchen and toilets, with signage encouraging the use of this by persons entering and exiting Hirers to bring their own hand sanitisers and ask their clients to bring small pocket hand sanitisers Hirers to check that people attending their activity are well Stay at Home guidance if unwell posted at entrance and in main hall and on the website and in Hagley Village News. Hirers must keep a register of attendees at their event detailing their names and contact details. The Hirer will tell all attendees that they must inform the Hirer immediately if they test positive for Covid-19 in the 7 days following their attendance at the Community Centre. Hirers must inform the Bookings Manager IMMEDIATELY if someone tests positive for COVID-19 who has been on the premises The Bookings Manager will identify all hirers who have used The Centre since the positive attendees visit and inform those hirers to contact their attendees with a Covid-19 alert. The Bookings Manager will close the centre immediately and ask the maintenance officer to arrange a deep-clean of The Community Centre. entry codes to be issued to third parties by David/Maintenance Manager (contractors) and the Bookings Manager (hirers) to ensure 	<p>Sue to source wall-mounted hand sanitiser dispensers</p> <p>Hirers</p> <p>Hirers</p> <p>HCA Secretary to source relevant posters.</p> <p>Hirers.</p> <p>Hirers.</p> <p>Bookings Manager</p> <p>Bookings Manager to liaise with Maintenance Manager</p> <p>David and Maintenance Manager to</p>
Access Control			

		<p>controlled entry and to provide an accurate record of who has entered the building and when, for compliance with NHS Test and Trace. Other committee members who require access should contact the above officers.</p> <ul style="list-style-type: none"> • Monitor entry to the building using booking records and the coded entry system, and provide information to NHS Test and Trace if needed 	<p>programme in 20 door code numbers. Set up Internet to facilitate entry control system and store data for 56 days. Bookings Manager to source an Internet provider and obtain costs.</p> <p>Bookings Manager</p>
Cleaning	<p>4. Transmission by hard surface contact due to inadequate cleaning regime/failure of users to observe strict hygiene protocols.</p>	<ul style="list-style-type: none"> • Cleaning. Increase frequency in line with usage, possibly daily. Provide cleaning materials for hirers with appropriate safety data sheets. • Display signs to raise awareness of good hand washing technique and to avoid touching the face, to cough or sneeze into a tissue which is binned safely, or into the arm • Hirers should clean toilets, surfaces, door handles, window catches, chairs and tables and any other equipment used, and remove all rubbish before leaving the centre • Hirers should ensure that cleaning materials and other items such as face coverings are disposed of safely. 	<p>Maintenance Manager to arrange a deep clean towards the end of August at a cost of £75 using NHS-approved cleaning materials. Also to get a quote for cleaning the centre daily. Maintenance Manager to source surface cleaner and disposable cleaning roll at a competitive cost. HCA Secretary to check Public health England website for appropriate signage.</p> <p>Hirers.</p> <p>Hirers.</p>

Toilets	Transmission by hard surface contact-toilets	<ul style="list-style-type: none"> • Use signage to encourage limited entry, with one in, one out • Use signage to ask everyone to wash hands for at least 20 seconds using soap and water on entering and leaving, or use hand sanitiser • Make hand sanitiser available on entry to toilets and by the basins • ensure handwashing facilities and options for drying are checked daily • Set clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. • Provide waste bins and empty frequently. • Display a cleaning schedule and keep it up to date 	<p>HCA Secretary to check Public health England website for appropriate signage.</p> <p>Cleaning contractor</p> <p>Cleaning contractor</p> <p>Maintenance Manager/cleaning contractor</p> <p>Cleaning contractor</p> <p>Cleaning contractor</p>
Kitchen	6. Transmission by hard surface contact-kitchen	<ul style="list-style-type: none"> • Hirers to control numbers using the kitchen to ensure social distancing, especially for those over 70 or in a vulnerable category. • Provide appropriate cleaning materials and hand sanitiser and re-stock as required. • Hirers to clean all areas likely to be used before and after use, and to wash, dry and put away any crockery and utensils after use. • Hirers to provide their own dishcloths and tea towels 	<p>Hirers</p> <p>Maintenance Manager/Cleaning contractor</p> <p>Hirers</p> <p>Hirers</p>
Ventilation	Transmission due to poor ventilation	<ul style="list-style-type: none"> • Access and exit doors to be kept open when possible, excluding the fire exit in the main hall. 	<p>Hirers</p>