

## Risk Assessment for re-opening Goldsmith Community Centre – June 2020

### 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.

| Area or People at Risk                              | Risk identified  | Actions to take to mitigate risk   |
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| <b>Staff, contractors, councillors and visitors</b> | <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers/visitors.</p> | <p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff provided with PPE. Contractors/ councillors and visitors provide their own.</p> <p>Staff advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>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> |
| <b>Staff, contractors, councillors and visitors</b> | <p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>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>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>Staff in the 'shielding' category told not to start work until informed otherwise.</p> <p>Talk with staff regularly to see if arrangements are working.</p>  |

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|  | Mental stress from handling the new situation.   |  |
| <b>Car Park/paths/<br/>garden/exterior areas</b> | Social distancing is not observed as people congregate before entering premises.<br>Parking area is too congested to allow social distancing.<br>People drop tissues/rubbish   | Social distancing information available at each entrance/exit and provided to all hirers.<br>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.  |
| <b>Entrance hall/lobby/corridors</b>             | Possible "pinch points" and busy areas where risk social distancing is not observed in a confined area.<br>Door handles, light switches in frequent use.   | Identify "pinch points" and busy areas.<br>Create one-way system and provide signage.<br>Door handles and light switches to be cleaned regularly.<br>Hand sanitiser to be provided at each entrance/exit point.  |
| <b>Main Hall</b>                                 | Door handles, light switches, window catches, tables, chair backs and arms.<br>Soft furnishings which cannot be readily cleaned between use.<br>Window curtains or blinds<br>Commemorative photos, displays.<br>Social distancing to be observed | Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by site supervisors before each hire.<br>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.<br>Social distancing guidance to be observed by hirers in arranging their activities. Special conditions of hire signed and returned by all hirers setting out new requirements.<br>Hirers to be encouraged to wash hands regularly. |
| <b>Committee room and Parish Council office.</b> | Social distancing more difficult in smaller areas<br>Door and window handles<br>Light switches<br>Tables, chair backs and arms.  | Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.<br>Surfaces and equipment to be cleaned by site supervisor before each use.<br>Rooms with carpeted floors not hired for keep fit type classes.  |

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|   | Copier, laminator, shredder.<br>Floors with carpet tiles less easily cleaned.<br>Visitors to PC office.   | Wipe shared copier etc.<br>PC office only accessible if have a pre arranged appointment. Any drop in visitors to speak to officers via the telecom facility.  |
| <b>Kitchen (main hall and committee room)</b> | Social distancing more difficult<br>Door and window handles<br>Light switches<br>Working surfaces, sinks<br>Cupboard/drawer handles.<br>Fridge/freezer<br>Crockery/cutlery<br>Kettle/hot water boiler<br>Cooker/Microwave | Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.<br>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.<br>Hirers to bring own tea towels.<br>Hand sanitiser, soap and paper towels to be provided<br>Hirers to bring their own Food and Drink for the time being. |
| <b>Store cupboards (cleaner etc)</b>          | Social distancing not possible<br>Door handles, light switch  | Public access unlikely to be required. Site supervisor to decide frequency of cleaning.   |
| <b>Storage Rooms (furniture/equipment)</b>    | Social distancing more difficult<br>Door handles in use.<br>Equipment needing to be moved not normally in use   | Site supervisor to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.  |
| <b>Toilets</b>                                | Social distancing difficult.<br>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.<br>Baby changing and vanity surfaces, mirrors.  | Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.<br>All toilets pre cleaned before each use.<br>Engaged/vacant signage and posters in use to encourage 20 second hand washing.  |
| <b>Boiler Room</b>                            | Door handle, light switch<br>Social distancing not possible   | Public access unlikely. Cleaner to decide frequency of cleaning.  |

**Conclusion**

Subject to the implementation of the identified actions to mitigate the risk and compliance with the current government guidance and special conditions of hire the Goldsmith Centre can reopen to hirers from 4<sup>th</sup> July. All hirers will be provided with a copy of this risk assessment, the special conditions of hire and Covid 19 secure signage.

This assessment will be updated as and when required following government guidance.