

Risk Assessment for re-opening Goldsmith Community Centre – 22nd September 2020

Important Notes:

1. The COVID-19 Risk Assessment has been updated from the September 2020 risk assessment to take into account updated government guidance which will come into effect on 24th September 2020.
2. The risk assessment may need to be updated in the light of any new government advice that may be forthcoming.
3. 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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| <p>Staff, contractors, councillors and visitors</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/visitors.</p> | <p>Stay at home guidance if unwell at entrance and in Main Hall. Staff provided with PPE. Contractors/ councillors and visitors provide their own. Staff advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. 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. Anti-viral fogging machine and disinfectant procured by the Parish Council to disinfect all areas and to be used after each hire. All visitors, contractors and councillors required to wear suitable and appropriate face coverings inside the community centre (unless they fall within one of the exempt categories). Employees do not have to wear a face covering if they choose not to. All hirers required to sign and complete Special Conditions of Hire relating to Covid 19, produce a Covid 19 risk assessment and details of their insurance policies. This will identify the measures being taken to control the risk of Covid 19 transmission including</p> |

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| | | <p>strict adherence to the social distancing measures introduced on 9th September 2020 and compliance with Track and Trace guidance.</p> <p>NHS Track and Trace QR codes are located at each entrance of the Centre and the caretakers on site will take a record of the lead hirer name, contact number and times of arrival and departure for the purposes of Track and Trace. The QR code can be used if preferred. This applies to all employees, contractors, visitors and hirers coming into the premises. This information is private and in line with GDPR will only be used for the purposes of Track and Trace and destroyed after 21 days in line with the guidance.</p> |
| Staff, contractors, councillors and visitors | <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>Mental stress from handling the new situation.</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> |
| Car Park/paths/garden/exterior areas | <p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> | <p>Social distancing information available at each entrance/exit and provided to all hirers.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p> |

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| | People drop tissues/rubbish | |
| Entrance hall/lobby/corridors | Possible "pinch points" and busy areas where risk social distancing is not observed in a confined area. Door handles, light switches in frequent use. | Identify "pinch points" and busy areas. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided at each entrance/exit point. |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Window curtains or blinds Commemorative photos, displays. 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. Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Anti-viral fogging machine and disinfectant procured by the Parish Council to disinfect all areas and to be used after each hire. 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. Hirers to be encouraged to wash hands regularly. |
| Committee room and Parish Council office. | Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned. Visitors to PC office. | Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by site supervisor before each use. Anti-viral fogging machine and disinfectant procured by the Parish Council to disinfect all areas and to be used after each hire. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc. PC office only accessible if have a pre-arranged appointment. Any drop in visitors to speak to officers via the telecom facility. |

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| | | Only one member of office-based staff to be in the office at one time. All other staff working from home unless required to attend for a meeting (in compliance with social distancing measures). PC meetings will take place in the main hall where social distancing measures can be met. Smaller meetings of up to 8 people can take place in the Committee Room ensuring 2m between each person attending the meeting. Face coverings are advised to be worn for all meetings. PC staff maintain records of attendees for each meeting for Track and Trace purposes. |
| Kitchen (main hall and committee room) | Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave | Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Hirers to bring their own Food and Drink for the time being. |
| Store cupboards (cleaner etc) | Social distancing not possible Door handles, light switch | Public access unlikely to be required. Site supervisor to decide frequency of cleaning. |
| Storage Rooms (furniture/equipment) | Social distancing more difficult Door handles in use. 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. |
| Toilets | Social distancing 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 at one time, with attention to more vulnerable users. All toilets pre cleaned before each use. Engaged/vacant signage and posters in use to encourage 20 second hand washing. |

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| Boiler Room | Door handle, light switch Social distancing not possible | Public access unlikely. Cleaner to decide frequency of cleaning. |
| <p>Conclusion</p> <p>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. All hirers will be provided with a copy of this risk assessment.</p> <p>This assessment will be updated as and when required following government guidance.</p> | | |