

RISK ASSESSMENT

Reopening the Florence Park Community Centre

Area or people at Risk	Risk identified	Action to be taken to mitigate the risk	Action by whom?	Action by when?	Done
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Risk Assessment for re-opening of Florence Park Community Centre – Dec2nd 2020

COVID-19 risk assessment.

The COVID-19 Risk Assessment has been carried out in consultation with Committee members, self-employed workers and volunteers have also been consulted.

Hirers will be issued with a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment is in identifying “pinch points” where people cannot maintain social distancing of 2 metres.

For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

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.

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<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>Staff display symptoms of COVID-19</p>	<p>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.</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>Staff/volunteers provided with protective overalls and masks. Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff/Volunteers to be given guidance on how to clean.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required after a COVID exposure has been identified – Government guidelines on deep clean followed.</p> <p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Staff member displaying symptoms to be sent home immediately and not return until tested and well.</p>	Centre Manager/FPCC Committee.	<p>Before the centre is opened for business</p> <p>Staff/volunteers are to be informed immediately if a case has been identified. The individual's medical condition must be kept confidential unless they agree to details being shared.</p>	
<p>Hirers and staff. Cleanliness of hall and</p>	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Previous hirer	Hall will be cleaned daily by a professional cleaner for the start of the day.	Centre manager will keep a record of the cleaning & ensure the	To be done every day and throughout the day.	

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equipment, especially after other hires	leaves hall or equipment without cleaning.	Sanitiser and wipes will be left available for hirers to clean down tables, backs of chairs, door handles and anything else frequently touched. An amendment to the Hiring contract outlining these new measures will be sent to all hirers for agreement. More time will be left between hires to allow for cleaning by the hirer on leaving and by the person starting their hire.	cleaners are up to date with COVID knowledge Hirers will be made aware of the need to ensure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.		
COVID case occurring in the centre effecting staff /volunteers & hirers. Tracing those who may be infected.	The risk that someone falls ill and has been a visitor at the centre having passed the virus on to those others who were there at the same time or those who visited after – including staff/cleaners/volunteers.	Implement an online Track and Trace system for hirers or those visiting the centre to record when and at what time they were on the premises. Have clear signage explaining what is expected of users/visitors. Make clear the responsibility of the hirer to keep records of their class/club or to make all their visitors sign in on the system (this will be in the Special conditions of Hire). Follow Government guidelines on shutting, deep cleaning and reopening after such an event.	Centre manager/FPCC before reopening. Group hirers Cleaners	Have in place for opening and check daily that the system is working. Once a case has been identified.	

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CarPark/paths /exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	<p>Mark out 2metre waiting area outside all potential entrances to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p> <p>Advise group they must comply with social distancing and use one-way system.</p> <p>Adopt a one-way system of entry and exit.</p> <p>Put up clear and consistent signage.</p>	<p>Centre manager/FPCC before reopening.</p> <p>Hirers or Centre Manager/Bar staff whilst centre is in use and open.</p>	<p>Before reopening.</p> <p>Checked daily by hirers, volunteers, staff.</p>	
Entrance hall /corridor/outside the toilets	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	<p>Identify “pinch points” and busy areas. Mark out 2 metre spacing in entrance area. Create one-way system and provide signage. Insist on Face Masks whilst moving around the premises</p> <p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided outside the building, by hall, outside the toilets. Bin to be provided in the hall.</p>	<p>Centre manager /committee to implement marked out spacing and one way system.</p> <p>Hirer to ensure their group complies.</p>	<p>Before reopening and daily throughout the day when in use.</p>	

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Main Hall	Door handles, light switches, window catches, tables, chair backs, window sill, blind pulls.	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before & after use and daily by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p> <p>Calculate the capacity use for exercise classes to be limited to the non-carpeted area of the main hall and cubic air capacity. Follow local restrictions at all time.</p> <p>Hand sanitisers and cleaning materials available</p> <p>Windows and doors to remain open if possible.</p>	<p>Cleaner to check hand sanitisers daily and check there are cleaning materials left available for hirer.</p> <p>Cleaner and hirers</p>	Daily & throughout the day when in use.	
Lounge Room	Social distancing more difficult in smaller areas	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than if necessary.	<p>Centre manager when organising bookings. Hirer</p> <p>Cleaner</p>	<p>Before the booking is taken</p> <p>Daily and throughout</p>	

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	<p>Door and window handles Light switches Tables, chair.</p> <p>Floors with carpet less easily cleaned.</p>	<p>Surfaces and equipment to be cleaned by hirers before and after use and daily by hall cleaner.</p> <p>Hand sanitisers and cleaning materials available</p> <p>Windows and doors to be kept open if possible.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p>		<p>the day when in use.</p>	

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Kitchen	<p>Social distancing more difficult.</p> <p>Door and window handles Light switches</p> <p>Working surfaces, sinks Cupboard handles. Fridge/freezer Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker / microwave.</p>	<p>Consider closing kitchen to hirers completely.</p> <p><i>Advising them to bring their own water (and food) for classes</i></p> <p><i>If we do allow access to kitchen, hirers are asked to control numbers using kitchen to 3 maximum so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before and after use, (wash with soapy water, dry, then sanitise) Hirers to bring own tea towels and to remove their rubbish to outside bins at the end of their session. Hand sanitiser, hand soap and paper towels to be provided.</i></p>	<p>Centre manager when organising hiring.</p> <p>Hirers.</p> <p>Cleaner / Volunteers to check daily that materials for cleaning are replenished. Inform Centre manager if more needs ordering.</p>	<p>Before booking commences.</p> <p>Daily and throughout the day when in use.</p>	
Entire Centre when open for FPCC events	<p>Handling cash and tickets</p> <p>Too many people turn up.</p>	<p>Organisers arrange online booking systems and cashless payments.</p>	<p>FPCC Committee and Centre Manager Bar Staff/manager</p>	<p>Before event commences.</p> <p>Daily and throughout</p>	

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		<p>For events spaces must be limited, booked in advance, social distancing observed.</p> <p>Windows & doors to be kept open.</p> <p>One way system for entry and exit observed.</p> <p>Table service only for bar (see Bar Risk Assessment)</p>		the day when in use.	
Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive unless staff have pre-cleaned out of hours.</p>	The hirer and or staff/volunteers. Cleaner.	Throughout the hire. Each morning when Cleaner is in.	

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	Baby changing surfaces, mirrors.	<p>Consider engaged/vacant signage and display posters to encourage 20 second hand washing and correct disposal of hand towels.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p> <p>Display cleaning schedule in the toilets.</p> <p>Have hand sanitiser available just outside the toilet area.</p>			

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Garden	<p>Social distancing is not observed as people congregate</p> <p>Possible “pinch points” and busy areas where risk is social distancing is not observed.</p> <p>People drop tissues.</p>	<p>Identify “pinch points” and busy areas – only really at the entrance and exit (to the front of the building).</p> <p>Have one way system for entry and exit down opposite sides of the building.</p> <p>Mark out 2 metre spacing in garden area between seating areas.</p> <p>Create one-way system within the garden and provide clear signage.</p> <p>Check to see that people are observing the social distancing.</p> <p>Inform Hirers of their responsibility to ensure social distancing is maintained.</p> <p>(see additional Bar Risk Assessment)</p>	<p>Centre manager/FPCC.</p> <p>Bar staff / volunteers / hirers</p>	<p>Before reopening and during any hire or FPCC event.</p>	
First Aid	<p>Staff / volunteers</p>	<p>First aid will be dealt with by the first aider or class/group lead. Gloves and mask will be worn during administration of first aid.</p> <p>The accident book must be completed.</p>	<p>First Aider or Hirer.</p>	<p>In the event of an emergency or accident.</p>	

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		First Aid kit and accident book are located in the Kitchen on the shelf above the hot water urn.			

See Appendix 1: Bar Risk Assessment