**Risk Assessment for re-opening of Florence Park Community Centre – October 3rd 2021**

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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| **Staff, contractors and volunteers –**  **Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.**  **Staff display symptoms of COVID-19**  **Cleanliness of hall and equipment, especially after other hires**    **Room Capacity**  **COVID case occurring in the centre effecting staff /volunteers & hirers and tracing those who may be infected.**  **CarPark/paths/exterior areas** | 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.  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.  Other hirers or Cleaners have not cleaned hall or equipment used to standard required. Previous hirer leaves hall or equipment without cleaning.  Overcrowding  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.  People congregate before entering or leaving premises.    People drop tissues. | Staff/volunteers provided with protective overalls and masks. Contractors provide their own.  Staff/volunteers advised to wash outer clothes after cleaning duties.  Staff/Volunteers to be given guidance on how to clean.  Staff given PPE for use in the event deep cleaning is required after a COVID exposure has been identified – Government guidelines on deep clean followed.  Staff / volunteers in the vulnerable category are consulted over their returning to work/volunteering. Double jab recommended and masks essential.  Staff member displaying symptoms to be sent home immediately and not return until tested and well.  Hall will be cleaned daily by a professional cleaner for the start of the day.  Training of cleaners in new protocol and cleaning regime.  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.  Room Capacity for some groups will be adjusted to reflect the government guidelines, erring on the side of caution to reflect low ceilings and pinch points of the building.  Ask all groups / classes to keep a record of those who attend for at least 2 weeks.  Have clear signage explaining what is expected of users/visitors.  Hand sanitiser must be used before entering the centre.  Make clear the responsibility of the hirer to keep records of their class/club .  Advise private hirers to encourage those attending to sign in with NHS track & trace (QR codes displayed around the centre)  Follow Government guidelines on shutting, deep cleaning and reopening if such an event occurs.  Encourage hirers to advise attendees and guests to arrive on time and leave straight away so as not to congregate in large groups.  Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.  Adopt a one-way system of entry and exit for large groups.  Put up clear and consistent signage. | Centre Manager/FPCC Committee.  Centre manager will keep a record of the cleaning & ensure the 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. Cleaning materials provided.  Centre Manager/FPCC  Centre manager/FPCC before reopening.  Group hirers  Cleaners  Centre manager/FPCC before reopening.  Hirers or Centre Manager/Bar staff whilst centre is in use and open. | Before the centre is opened for business  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.  To be done every day and throughout the day.  Before opening  Have in place for opening and check daily that the system is working.  Once a case has been identified.  Before reopening.  During hiring process. |  |
| **Entrance hall /corridor/outside the toilets**  **Main Hall** | Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.  Overcrowding  Touch contamination.  COVID spread via air and contact. | Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.  Hand sanitiser to be provided by hall, outside the toilets.  Tables & chairs and other equipment used to be cleaned by hirers before & after use and daily by hall cleaning staff.  Social distancing guidance (if any are in effect) to be observed by hirers in arranging their activities.  Hirers to be encouraged to wash hands regularly.  Hand sanitisers and cleaning materials available  Windows and doors to remain open if possible. | Centre manager /committee to mark out spacing and one way system.  Hirer to be encouraged to implement a one way system & be aware of pinch points.  Cleaner to check hand sanitisers daily and check there are cleaning materials left available for hirer.  Cleaner and hirers | Daily & throughout the day when in use. |  |
| **Lounge Room** | Social distancing more difficult in smaller areas  Touch contamination. COVID spread via air and contact.  Floors with carpet less easily cleaned. | Recommend hirers hire larger room for meeting spaces.  Surfaces and equipment to be cleaned by hirers before and after use and daily by hall cleaner.  Hand sanitisers and cleaning materials available  Windows and doors to be kept open if possible.  Rooms with carpeted floors not hired for keep fit type classes. | Centre manager when organising bookings. Hirer  Cleaner | Before the booking is taken  Daily and throughout the day when in use. |  |
| **Kitchen** | Social distancing more difficult.  Touch contamination.  COVID spread via air and contact.  Crockery/cutlery  Cooker / microwave. | Advising groups them to bring their own water (and food) for classes.  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. | Centre manager when organising hiring.  Hirers.  Cleaner / Volunteers to check daily that materials for cleaning are replenished.  Inform Centre manager if more needs ordering. | Before booking commences.  Daily and throughout the day when in use. |  |
| **Toilets** | Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.  Baby changing surfaces, mirrors. | Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.  Consider engaged/vacant signage and display posters to encourage 20 second hand washing and correct disposal of hand towels.  Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.  Have hand sanitiser available just outside the toilet area. | The hirer and or staff/volunteers.  Cleaner. | Throughout the hire.  Each morning when Cleaner is in. |  |
| **Garden** | Possible “pinch points” and busy areas where of overcrowding  People drop tissues. | Identify “pinch points” and busy areas – only really at the entrance and exit (to the front of the building).  Have one way system for entry and exit down opposite sides of the building.  Inform Hirers of their responsibility to ensure social distancing is maintained (if in effect). | Centre manager/FPCC.  Bar staff / volunteers / hirers | Before reopening and during any hire or FPCC event. |  |
| **First Aid** | Staff / volunteers | First aid will be dealt with by the first aider or class/group lead.  Specific COVID first aid box if someone takes ill with symptoms, located in the entrance hall.  Gloves and mask will be worn during administration of first aid.  The accident book must be completed.  Regular First Aid kit and accident book are located in the Kitchen on the shelf above the hot water urn. | First Aider or Hirer. | In the event of an emergency or accident. |  |

**See Appendix 1: Bar Risk Assessment**