



Covid 19 Risk Assessment for the re-opening of The Old Girls' School Community Centre

Assessment Carried out by Sarah Kay

Date Assessment carried out 10<sup>th</sup> July 2020

Position within Organisation Community Centre Manager

Date of next Review 1<sup>st</sup> November 2020

Signature of assessor SJ Kay

Hazard People or Area at risk	Risk Identified	Action to take to mitigate risk	Further Action	By whom	Action When	Done Date & Initials
<ul style="list-style-type: none"> <li>▪ <b>Employees</b></li> <li>▪ <b>Volunteers</b></li> <li>▪ <b>Hirers</b></li> <li>▪ <b>People within the hirer's session</b></li> <li>▪ <b>Contract workers,</b></li> <li>▪ <b>Vulnerable groups e.g. Elderly, pregnant ladies anyone with underlying health conditions</b></li> </ul>	Spread of Covid-19	<p><b>Signage</b> Stay at home guidance if unwell at entrance's, meeting rooms and halls.</p> <p>The importance of washing hands for 20 seconds will be displayed at all available handwashing locations</p> <p>Catch it, Bin it, Kill it. posters will be displayed in various locations within the building</p> <p>Face masks must be worn in the community centre unless exempt</p> <p><b>Handwashing</b></p>		SK, KP	ASAP	
				All	Ongoing	

<ul style="list-style-type: none"> <li>▪ <b>Anyone that comes into physical contact with us in relation to the Old Girls' School Community Centre</b></li> </ul>		<p>Hand washing facilities with antibacterial soap and water are in place for all to use where necessary</p> <p>Antibacterial hand gel (at least 60% alcohol) is available for anyone who accesses the building</p> <p><b>Cleaning</b> Staff, volunteers provided with appropriate PPE equipment.</p> <p>Cleaning areas with disinfectant more frequently e.g. Regularly touched surfaces, equipment</p> <p>Deep Cleaning premises if someone falls ill with Covid-19 that has been to the community centre or any part of the building with the incubation period of 14 days.</p> <p>Staff and volunteers advised to wash outer clothes after cleaning duties</p> <p><b>Social Distancing</b> The number of employee's, volunteers allowed in the workplace will be reduced to comply with the 2metre (1m+) distancing.</p> <p>Having a one-way system in place to avoid customers meeting others unnecessarily.</p>	<p>Staff / volunteers may need guidance as to cleaning. For Example, cloths should be used on light switches and electrical appliances rather than spray disinfectant</p> <p>Cleaning checklist will be completed regularly throughout the day and standards checked by management on a regular basis.</p> <p>Posters will be on display to stick to 2m (1m+).</p>	SK, GP	Ongoing	
--	--	---	--	--------	---------	--

		<p>Limiting the amount of people that can enter the building at one time.</p> <p><b>Face Masks</b></p> <p>Facemasks must be worn in the community centre unless exempt</p> <p><b>Knowing the Symptom's</b> Ensuring all employees know the symptoms of covid-19</p> <p><b>Track and trace</b></p> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>○ The names of staff who work at the premises</li> <li>○ A contact phone number for each member of staff</li> <li>○ The dates and times that staff are at work</li> </ul> <p><b>Customers and visitors</b></p> <ul style="list-style-type: none"> <li>○ The name of the customer or visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group</li> <li>○ A contact phone number for each customer or visitor, or for the lead member of a group of people</li> </ul>	<p>A Covid chair is available with treatment plan and PPE if anyone falls ill whilst at the community centre</p>			
--	--	---	--	--	--	--

	Mental Stress from handling the new situation	<ul style="list-style-type: none"> <li>○ Date of visit, arrival time and, where possible, departure time</li> <li>○ If a customer will interact with only one member of staff (e.g. a hairdresser), the name of the assigned staff member should be recorded alongside the name of the customer</li> </ul> <p><b>Display Track and Trace QR code</b> customers and visitors in England will be able to check-in on entry with their phone</p> <p><b>PPE (staff)</b> <b>Cleaning</b> Gloves, Apron and Mask must be worn while cleaning.</p> <p><b>Staff and volunteers</b> Face coverings must be worn in enclosed spaces where social distancing isn't possible and where we you will coming into contact that you do not normally meet.</p> <p><b>Welfare</b> Carry out regular welfare checks with staff and Volunteers</p> <p>Management committee will carry out regular welfare checks with the Manager</p>	<p>Staff / volunteers in the vulnerable category including over 70 are advised not to attend meetings etc in person for the time been.</p> <p>Staff and volunteers will need to be warned immediately if someone has tested positive for covid-19 who have been on the premises. Details of a person's medical conditions should be kept confidential, unless the employee/ volunteer agrees it can be shared.</p> <p>It is important staff / volunteers know that they can talk to the appropriate staff / volunteers if they have any concerns.</p> <p>Managers will do multiple checks to ensure guidelines are being followed.</p>	SK MOGS	Ongoing	
--	---	---	--	------------	---------	--

<p><b>Car Park / Paths / Gardens</b></p>	<p>Social distancing is not observed as people congregate before entering the premises</p> <p>People dropping used tissues and PPE</p>	<p>Mark out 2m waiting area outside all potential entrance with tape to encourage when queuing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated e.g. Used tissues and PPE. Wear plastic gloves to remove</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collections can remain in place. Plastic gloves will be provided</p>	<p>GP</p>		
<p><b>Corridors</b></p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use</p> <p>Leaflets</p> <p>Noticeboards</p> <p>Signing in book</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall.</p> <p>Remove all information leaflets.</p> <p>Add a sign to the notice boards asking people not to touch.</p> <p>A member of staff records the arrival and departure of sessions on a excel spread sheet to avoid multiple people handling the signing in book.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly</p> <p>Information from all people that entre the community centre will also be taken for the track and trace system. This information will include name contact details, day and time they were in the community centre. This will be kept for 21 days</p>	<p>SK, KP</p> <p>SK</p> <p>SK</p>	<p>ASAP</p> <p>Before reopening</p>	

		Windows / Doors will be open as much as possible to promote natural clean airflow.				
<b>Turner and Terry Hall</b>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen. Window blinds</p> <p>Commemorative photos, Artificial flowers and plants.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, blind cords, tables, chairs and other equipment used to be cleaned by hirers before use or 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>Artificial plants and flowers will be removed.</p> <p>Windows / Doors will be open as much as possible to promote natural clean airflow.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>	GP	On going	
	Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Clean metal/plastic parts regularly touched. Rotate use of upholstered</p>			

			chairs. Ask those moving them to wear plastic gloves.			
<b>Vera Watson Ethel Smith</b>	<p>Social distancing more difficult in smaller areas.</p> <p>Door and window handles, Light switches Tables, chair backs and arms.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p> <p>Windows / Doors will be open as much as possible to promote natural clean airflow.</p>	May provide a “kettle point” to avoid two groups using the same kitchen.			
<b>Kitchen</b>	<p>Social distancing more difficult</p> <p>Door and window handle Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave</p>	<p>Only two people in the Kitchen at any one time. Who must wear glove’s while making refreshments.</p> <p>Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before and after use.</p> <p>wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p>	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.			

		<p>Hand sanitiser, soap and paper towels to be provided</p> <p>Consider encouraging hirers to bring their own Food and Drink for the time being.</p> <p>Windows / Doors will be open as much as possible to promote natural clean airflow.</p>				
<b>Store cupboards (cleaner etc)</b>	Social distancing not possible Door handles, light switch	<p>Public access unlikely to be required.</p> <p>Cleaner to decide frequency of cleaning.</p>	Print no entry signs	SK	Before Opening	
<b>Storage Rooms (furniture/equipment)</b>	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Public access unlikely to be required.		SK	Before Opening	
<b>Toilets</b>	Social distancing difficult. Surfaces in frequent use door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<p>Limit 1 in the ladies at any one time and encourage to lock outer door as well as cubicle doors.</p> <p>Consider engaged/vacant signage</p> <p>Toilets will be checked every 30 minutes and cleaned accordingly</p> <p>Windows / Doors will be open as much as possible to promote natural clean airflow.</p>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, bins are regularly emptied.	SK , GP		



<b>Managers Office</b>	<p>Social distancing more difficult</p> <p>Door and window handles, Light switches Tables, chair backs and arms. Copier, laminator, shredder.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Reviewing work schedules to limit the number of staff and volunteers in the building at one time.</p> <p>Bacs or card payments will be encouraged to limit the handling of cash. If cash payments are necessary gloves should be used to handle the money.</p> <p>Use own stationary where possible which should also be kept separate from other people's stationary</p> <p>Shared equipment should be wiped before used.</p> <p>All Surfaces should be cleaned at the end of each day and at any staff change over points.</p> <p>Windows / Doors will be open as much as possible to promote natural clean airflow.</p>	<p>When employees are unable to stay 2m (1m+) apart they will be encouraged to work side to side or back to back.</p>	SK		
<b>Events</b>	<p>Handling cash and tickets Too many people arrive</p>	<p>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance,</p> <p>2 seats between individuals or household groups.</p> <p>Cash payments/donations to be handled by one individual wearing gloves.</p>	<p>All events have been cancelled / postponed until safer to carry them out.</p>			