

St Aidan's Community Centre (SACC)

Covid-19 Risk Assessment

This risk assessment serves two purposes:

- (1) It is SACC's own record of its own risk assessment.
- (2) It is to be completed by each user group in relation to that group's specific activities.

To be completed by all users before hire is agreed

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| Name of hirer completing this assessment | |
| Date completed | |
| Hall / club room / whole building? | |
| Estimated group size (including hirer and helpers) | |

| Area of risk | Risk identified | Actions SACC are taking to mitigate the risk | Actions the user group are taking to mitigate risk Please complete stating the detailed actions you will take to ensure risks are mitigated for your group. |
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| Cleanliness of area on arrival | Area not sufficiently clean at the start of user session | Paid cleaners early morning 7 days per week Cleaning stations provided for users so that they can take responsibility for ensuring the areas used are clean before and during the hire. | Please describe what cleaning you will do at the beginning of your session (e.g. key touch points) |
| Cleanliness of the area at the end of your session | Area not sufficiently cleaned at the end of the session, which could lead to contamination for the next user | Half hour gap between all users to allow time for cleaning Terms and conditions make it clear that users are responsible for cleaning areas they have used | Please describe what cleaning you will do at the end of your session. This must include key touch points, i.e. tables, chairs, door handles, light switches, window catches, hand basins, toilet flush handles and |

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| | | <p>Cleaning stations provided for users so that they can clean the areas they have used.</p> | <p>toilet seats; equipment, stair lift and any kitchen areas if used. You may bring your own products and equipment, or use ours. You must remove all rubbish at the end of your session.</p> |
| Areas that cannot be easily cleaned | Increased risk of transmission | <p>Paid cleaners will use spray cleaner on club room / committee room carpets and curtains</p> <p>The hall curtains and stage curtain will not withstand spray cleaning. We ask that users avoid contact with these curtains and move them as little as possible.</p> <p>Notice board cleared</p> <p>Pigeon holes removed</p> | <p>Club room users – please spray clean the carpets / curtains if appropriate.</p> <p>Hall users - how do you plan to minimise use of / contact with the hall curtains and stage curtain?</p> <p>Please do not use the notice board.</p> |
| Food and drink preparation | Transmission through food and drink preparation | <p>The main kitchen is <u>only</u> accessible to hall users. Club room users may use the kitchenette in the committee room <u>provided</u> it is not being used as a dedicated safe area because someone in either group has developed Covid symptoms. If the committee room is required as a safe area, it must be vacated immediately so that it can be used for this purpose.</p> | <p>Hall users may use the main kitchen, but not the kitchenette in the committee room.</p> <p>Club room users may use the kitchenette in the committee room, but not the main kitchen.</p> |

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| | | Any users wishing to prepare food or drinks in the centre must prepare an appropriate risk assessment for food and drink preparation in line with up to date government Covid guidance. | <p>Do you wish to prepare food or drinks in the centre? If yes, please provide us with a risk assessment that addresses the risks associated with this.</p> <p>Users must wash, dry and put away and kitchen equipment used and bring own tea towels.</p> |
| Social distancing | People are too close together while waiting outside the centre | One way system in operation with different entrances for hall / club room users, and signage to remind users of social distancing | <p>Please describe how you will manage queues to enter the building for your session.</p> <p>This should include reminding group members (especially hall users) of the new entrance. Any queues should be outside of the building.</p> |
| | People are too close together during the sessions | New room capacity limits: 30 for the hall and 12 for the club room | <p>Please describe what actions you will take to manage social distancing within your session.</p> <p>Please describe your planned room layout (e.g. will people be face to face or side by side)</p> <p>If possible, keep people in family groups. Side by side is better than face-to-face. There should be space for two empty seats between different households.</p> <p>How will you minimise face to face contact?</p> |

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| | | | <p>What steps will you take to ensure social distancing is maintained around vulnerable people (e.g. those aged over 70)?</p> <p>You should open windows as far as possible during your session to maintain good ventilation.</p> <p>How will you control access to the kitchen / kitchenette (if used) to ensure social distancing?</p> |
| | <p>People come too close to each other in communal areas</p> | <p>Hall users will enter via a new entrance directly into the hall</p> <p>The hall and the club room are now more self contained so that users do not need to enter areas they have not hired. The kitchen is now <u>only available to groups hiring the hall</u>. The committee room contains an additional first aid kit and accident book, so club room users do not need to access the kitchen.</p> <p>We are no longer hiring the committee room out separately, so there can only be two user groups in the centre at once.</p> | <p>How will you ensure that people in your group know about which areas of the community centre they can use? Hall users need to make people aware of the new hall entrance, club room users need to make people aware of the location of the first aid kit in the committee room, and that they cannot access the kitchen.</p> |

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| | | <p>Floor markings show the one way system in the centre.</p> <p>Signs encourage users to access the toilets on a one in / one out basis</p> | <p>How will you control numbers accessing the toilets at one time? You should pay particular attention to vulnerable users (e.g. people over 70)</p> |
| Hygiene and face coverings | Transmission to other members of the group / users of the centre | <p>Hand sanitisers provided at doorways</p> <p>Face coverings required in the centre (unless an individual or activity is covered by an exemption)</p> | <p>What actions are you taking to ensure good hygiene procedures within your group? (e.g. providing tissues, reminding people to use hand sanitiser)</p> <p>How will you ensure that people in your group use hand sanitiser on entering and exiting the community centre?</p> <p>How will you ensure that people attending your group wear face masks in communal areas of the centre? (corridors / toilets) Note this is required even if your activity is exempt from the requirement to wear face coverings.</p> <p>Will you be requiring people to wear face coverings in your session?</p> <p>How will you ensure that government guidelines for wearing</p> |

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| | | | <p>face coverings are adhered to during your session?</p> <p>Are you using any other PPE?</p> |
| Toilets | Transmission to other users | <p>Paid cleaners early morning 7 days per week</p> <p>Cleaning stations provided for users so that they can take responsibility for ensuring the areas they use are clean before, during and after the hire.</p> <p>Half hour gap between all users to allow time for cleaning</p> <p>Terms and conditions make it clear that users are responsible for cleaning areas they have used</p> <p>Inner doors to be kept wedged open to minimise touch points and aid ventilation.</p> | <p>What cleaning of the toilet areas will you be doing before, during and after your hire?</p> <p>This must include key touch points such as sinks, taps, flush handles, toilet seats. You may bring your own products and equipment, or use ours.</p> <p>How will you ensure that people in your group wash hands using soap?</p> <p>Please keep inner doors wedged open</p> <p>Note that toilets should be accessed on a one in / one out basis (see social distancing section).</p> |
| Noise | Increased risk of transmission of droplets through shouting. | We are encouraging users to consider the noise levels in their groups and limit unnecessary noise | What actions will you take to limit shouting or other activity with a heightened risk of transmitting droplets? |
| Someone falls ill with Covid symptoms | Transmission to other users | Users may not attend if they or anyone in their household has had | How will you ensure that everyone in your group understands that they |

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| | | <p>Covid symptoms within the last 48 hours. This is now included in the terms and conditions of hire.</p> <p>The committee room is not being hired out separately and is our dedicated safe area, if required. Any club room users in the committee room must vacate it for this purpose if needed.</p> | <p>must not attend if they or anyone in their household has had Covid symptoms in the last 48 hours?</p> <p>All users are required to provide SACC with a named contact who is at the centre for each instance of their booking.</p> <p>Users to move person to safe area and obtain medical help if necessary. You must tell us if anyone in your group falls ill with Covid symptoms during your session.</p> <p>How will you collect details of people attending your session, sufficient to facilitate NHS Track and Trace?</p> |
| <p>Management committee, contractors and volunteers</p> | <p>Transmission to volunteers and contractors during cleaning or maintenance work</p> | <p>Stay at home guidance posted at entrance and in hall</p> <p><u>Cleaning</u> We employ contractors to clean the centre, who follow their own procedures to protect themselves.</p> <p><u>Maintenance</u></p> | <p>-</p> |

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| | | <p>Maintenance jobs to be scheduled after cleaners have cleaned.</p> <p><u>Meetings and administration</u> To be done remotely for the time being</p> | |
| Management committee, contractors and volunteers | <p>Individuals in extremely vulnerable category or over 70 are particularly at risk from exposure to the virus</p> <p>Mental stress from handling the new situation</p> | <p>Committee to have a conversation with any volunteers / committee members over 70 who wish to enter the centre for the purpose of volunteering. Such individuals advised not to enter the centre</p> <p>Any volunteering / management committee activities will be scheduled for after cleaners have cleaned the premises.</p> <p>Anyone can raise concerns with the committee. We have a good number of active volunteers and can spread out / rearrange tasks.</p> | |

30 August 2020

To be reviewed 30 Sept 2020