

# Covid-19 Risk Assessment - Marshfield Community centre

It is intended as a supplement to a group's ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>staff, contractors and volunteers</b> - Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</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.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves first aid box if in the event of a COVID-19 case. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties.</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 disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p><b>ventilation</b></p>	<p>The results of research into 31 pilot large events this summer are reflected in the requirements for face coverings and COVID-19 passports etc. They showed that risk of transmission increases with prolonged and repeated exposure to poor quality air, insufficient ventilation, reduced social distancing or limited</p>	<p>where possible, in an event or class, ventilation must be considered and where possible doors or windows to be opened to help air the hall.</p>	<p>please check the ventilation summary to mitigate the risk of COVID-19</p>

	compliance with face coverings.		
<b>Cleanliness of hall and equipment, especially after other hires</b>	Other hirers or hall cleaners have not cleaned the hall or equipment used to the standard required. A group leaves the hall or equipment without cleaning. Users touching un-cleaned areas of the centre.	<p><b>all hirers are required to clean before and after the areas that have been used by them and their group.</b></p> <p><b>equipment must be supplied by the hirer or their group and taken away with them.</b></p>	<p>all cupboards have been closed off until further notice which means all access to onsite equipment is unavailable. signs have been put on all areas closed.</p> <p>cleaning equipment has been provided to help them clean the areas they have used.</p>
<b>On Entering and leaving the premises</b>	spread of virus and increased risk of catching virus	<b>On entering and leaving a community facility everyone, including staff are encouraged to use the hand sanitising stations in the foyer</b>	There are hand sanitizer stations at the entrance.
<b>Face coverings and use in the community centre</b>	spread of virus and increased risk of catching virus	<b>Face coverings are required when entering and moving around in common areas of village and community halls (e.g., corridors and toilets) and at public or club events</b>	<p>you are allowed to wear a face covering if you so wish and You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.</p> <p>Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound</p>

<p><b>cleanliness of entry and exiting of the hall. especially collecting the key process and locking up</b></p>	<p>The hirer does not clean upon entry and exit of the hall.</p>	<p>1. Sanitise hands before and after putting the keys in and out of the key safe</p> <p>The initial entry door is through the customer 'exit door'. Wipe down door handles, open the door, put the key into the automatic door key panel and turn to automatic open and shut on the key panel.</p> <p>Upon leaving, Sanitise hands, turn the key to the 'off' position. Leave through the customer 'exit door' and lock behind you.</p> <p>Return keys to safety. Use your own sanitiser or wipes to clean your hands.</p> <p>2. The community centre will be thoroughly cleaned every evening but it is the users responsibility to wipe down any areas they will be using.</p> <p>3. After the activity is over, wipe down or spray any areas touched or used by the people.</p> <p>4. Doors and windows to be propped open to allow flow of air.</p> <p>5. When you're closing up, Wipe door handles, windows, sink and light switches. Close all doors and windows when you wipe them.</p>	<p>Sign to go up by the key safe Users need their own wipes or sprays.</p> <p>The emphasis is on the user to ensure the thorough cleaning of key safe and keys (including doors) when accessing and leaving the community centre.</p> <p>doors and windows must be closed when leaving the property.</p> <p>don't use spray on the light switches, wipe them with a cloth.</p>
<p><b>pinch points: halls and foyer use</b></p>	<p>Social distancing is more difficult in smaller areas. Door and window handles Light switches Tables, chair backs and arms.</p>	<p>be considerate of how many people are using the halls and centre when organising people for activities and events and be considerate of numbers. Be mindful of pinch points and adopt a one way system for the toilet use if you feel it should be required. Our recommendation is to enter via the large hall and leave via the door in the foyer.</p>	<p>There is a normal limit of people who can use the centre, it is recommended you consider this and use a reduced number to fill your activity or event.</p>

<b>Toilets</b>	Cleanliness and Spread of Virus	be aware of good hand washing techniques. Ensure hand washing and hand sanitizer is used after you have used the toilet and ensure	The toilet handles and high touch areas should be cleaned after hall use, and before you use the hall to ensure maximum cleaning.
<b>Respiratory hygiene</b>	Transmission to other members of group	<ol style="list-style-type: none"> <li>1. Catch It, Bin It, Kill It. Encourage the group to avoid touching the mouth, eyes, and nose. Provide tissues, ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</li> <li>2. adjusted walk through for the access to the toilet. Entrance to the corridor for the toilet is from the large hall, exit is into the foyer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Remember to bring tissues and hand sanitiser. Remember to put all rubbish into the bin. All rubbish needs to be taken away.</li> <li>2. follow the signs for the toilet access. DO NOT use any other way for risk of 'pinch points'</li> <li>3. small hall hire.</li> </ol>
<b>Hand cleanliness</b>	Transmission to other members of group and premises	Advise the group to use a sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels. Hand washing facility with soap and hand towels also available in the foyer, please use regularly.	There is hand sanitiser available in the foyer of the community centre. There is soap and running water in the foyer also. There is soap and running water in the toilet.
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move the person to a safe area, obtain contact details.	There is a designated first aid area which is in Bob's cupboard. This is signed as the Isolation Corner. A Covid-19 first aid box is provided with all the required items. you are required to contact the relevant people and instructions mentioned on the signs provided in the corner.

<p><b>Track and Trace (collecting customer data)</b></p>	<p>Continued opening up of the economy and public services is reliant on NHS Test and Trace being used to minimise transmission of the virus. In order to ensure that businesses and local services are able to remain open, we will be mandating that organisations in designated sectors must:</p>	<p>It is encouraged to still use the test and trace system. Ask at least one member of every party of customers or visitors (up to 6 people) to provide their name and contact details.</p> <p>Keep a record of all staff working on their premises and shift times on a given day and their contact details.</p> <p>Keep these records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested.</p> <p>Display an official NHS QR code poster so that customers and visitors can 'check in' using this option as an alternative to providing their contact details.</p> <p>Adhere to General Data Protection Regulations. The venue must display an official NHS QR code poster which can be used for every activity that takes place there</p>	<p>All groups are encouraged to assist NHS Test and Trace by having a system for keeping a temporary record of who attends for 21 days and to provide that data to NHS Test and Trace if needed. (It is not compulsory for people to provide information but could help contain outbreaks.)</p> <p>The poster is at the front in the foyer on the door</p>
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<p><b>outdoor area</b></p>	<p>People at risk: clinically vulnerable children or adults, older relatives.</p>	<p>1. Sun and rain reduce the risk by reducing the period over which the virus remains active.</p> <p>This area is out of the control of the community centre. but is not to be used as a play area or outdoor gym</p>	<p>This area is out of bounds for any play activities or gym activities.</p>
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