

The New Priestwood Community Centre

Covid-19 Risk Assessment

21st August 2021

Completed by Annette Mason: Community Centre Manager

This Risk Assessment has been created to identify and reduce the risk of spreading of the infection Covid-19 (Coronavirus) and to ensure that The New Priestwood Community is and remains a Covid-19 secure site.

This Risk Assessment is in addition the Community Centre's Operational Risk Assessment and will be kept with it.

This Risk Assessment has been created using the current Government guidelines and will be reviewed and updated weekly and as and when further guidance is given.

This Risk Assessment takes into account the fact that a high percentage of Covid-19 carriers are asymptomatic (have no symptoms)

Please note that from 19th July 2021 these requirements are no longer a legal requirement however we request that you follow the advice given to help minimise the risk of spread of infection.

Area or persons at risk	Risk	Actions	Notes
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<p>Entering and leaving the community centre. All staff, contractors and hirers</p>	<p>The main entrance to the centre is located on a public path with regular foot traffic. Hirers will not be able to socially distance whilst queueing or waiting to get in.</p> <p>A person displaying symptoms of Covid-19 may enter the centre.</p> <p>The front area is often used by smokers during hires leading to groups of people unable to socially distance.</p> <p>Tissues, masks and PPE may be discarded at the entrance and exit</p>	<p>A one-way system will be used. Only staff, group leaders and keyholders to enter via main door. All others to be directed to use the fire exit at the rear of the hall. 2m markers will be placed on the path to the rear of the centre to enable socially distanced queuing.</p> <p>Signs will be displayed at both entrances advising persons not to enter if they have any of the Covid-19 symptoms listed and advising them what to do. Group leaders will be asked to monitor entry to the centre. Posters will be displayed advising persons to wear masks, use and deposit tissues correctly and frequent hand washing. Antibacterial hand gel will be located near the entrance and exit.</p> <p>Bins will be located next to the entrance and exit with signage directing persons to dispose of all tissues and PPE safely.</p> <p>No Smoking signs will be displayed at the front entrance.</p>	<p>Signage: Do not enter if you have symptoms. Social distancing signs. Arrows directing traffic. No smoking signs.</p>
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Entrance corridor and reception area	<p>These areas could become pinch points with higher traffic and hirers lingering to chat increasing the risk of spreading infection. Increased use of touching door handles and light switches.</p> <p>This area is carpeted which is harder to clean.</p> <p>Parents who have children doing activities use the reception as a waiting area.</p> <p>Queues may form whilst people are waiting to use the toilets.</p>	<p>Automatic doors to be on when the centre is in use. Hall doors to be open when centre is in use.</p> <p>Increased cleaning of handles and light switches. Antibacterial spray to be used on carpet.</p> <p>Parents will be encouraged not to wait in the reception area.</p> <p>Signage to be displayed to discourage waiting.</p> <p>Signage outside toilet doors.</p> <p>Maximum people in this zone posters to be displayed.</p> <p>Antibacterial hand gel to be placed on wall by front door.</p>	<p>Signage: Maximum people allowed in area. Instructions on use of toilets and kitchen.</p> <p>Group leaders to inform parents of new rules. Suggest parents drop children at fire exit.</p>
Kitchen	<p>The kitchen is very narrow and it does not allow for effective social distancing. The kitchen is used by many groups to make tea, coffee and prepare snacks. The use of crockery, tea towels and kettles can increase the risk of spreading infection. The centre does not have a dishwasher.</p>	<p>Signage to be displayed.</p> <p>Only 2 people should be allowed in the kitchen at a time.</p> <p>Groups will be required to wash, dry and put away any crockery used.</p> <p>The Community Centre will provide antibacterial washing up liquid.</p> <p>Groups will be requested to bring their own tea towels.</p>	<p>The NHS blood donor team should be exempt from this as they are there all day and require lunch and access to the kitchen.</p>

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Toilets	<p>Both the ladies and gent's toilets require two doors to be opened to access them, the entrance areas are dark and require the lights to be switched on. The urinals and hand washing basins are close to each other. The risk of spreading infection is high in these areas.</p> <p>The disabled toilet requires a Radar Key. Use of the centres key will increase the risk of spreading infection.</p> <p>Frequent use of the baby changing areas can increase the risk of infection.</p>	<p>Gents: the first door should be open at all times when the centre is in use. Due to privacy concerns the second door cannot remain open.</p> <p>Ladies: Both doors to remain open when the centre is in use.</p> <p>All corridor lights should be switched on throughout the hire.</p> <p>Soap, antibacterial hand gel and disinfectant should be available for hirers in the toilets.</p> <p>Signage to be placed throughout the toilets reminding people to wash their hands. How to handwash posters to be displayed in all toilets,</p> <p>Toilets will be disinfected after every hire. Only 2 people should be allowed to enter the toilets at any one time. A one-in one-out should operate at all times. Signage must be displayed in all toilets reminding people to wash their hands.</p> <p>Group leaders must remind their members to bring their own Radar key. In case of emergency use of centres key, it must be disinfected after each use.</p> <p>Disinfectant must be available for parents to clean baby changing area after each use.</p>	<p>The toilets will be cleaned between each booking.</p> <p>Disinfectant will be available in the hall for all groups to use.</p>
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Room 1	Room 1 is a small area that does not allow for effective social distancing. There is a large number of chairs and tables that limit the available space. The room is equipped with soft furnished chairs and carpet. This area would be difficult to clean effectively.	Room 1 now has new carpet tiles that are easier to clean. The chairs have been covered with removable, washable covers that will be washed regularly. Room 1 may now have 10 people in at a time. Hand sanitiser and disinfectant will be available for hirers to disinfect the tables, handles and light switches after use.	Groups bigger than 10 that use this room could be offered the use of the hall as an alternative if available.
Lounge	The lounge is a smaller space with carpet which may make social distancing more difficult. constant use of door handles, light switches and shutter controls will increase the risk of infection.	Limit maximum number of persons to 7 display signage on door. Disinfecting of all areas regularly touched and chairs to be disinfected after each hire. Carpet to be sprayed with antibacterial spray. Hirers to be encouraged to leave door open when in use. Antibacterial hand cleanser to be placed on wall outside door.	Signage showing maximum persons to be displayed. Antibac available.

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Hall	<p>The hall is a larger area. A larger number of people will increase the risk of spreading infection. Frequent touching of doors, light switches, fan controls, window openers, blind controls, tables and chairs will increase the risk of spreading infection. Entrances may become pinch points causing social distancing to be difficult.</p> <p>Hirers may need to access the storage cupboard off the hall to get their equipment. This area is very small and could become a pinch point.</p>	<p>In line with current government guidance we will allow a maximum of 50 people in the hall at any one time. Doors should be left open whilst in use and hirers should be encouraged to have all windows open. Cleaning of all frequently touched areas should be done after each hire. Tables should be left along the side of the hall for ease of frequent cleaning and a maximum of 50 chairs should be available in the hall.</p> <p>Signage to be displayed and antibacterial hand station to be available near fire exit doors.</p> <p>Social distancing markers to be placed on the floor at 2m points to advise Maximum of 2 person in the storage cupboard. Advise group leaders to arrive earlier to access and put out their equipment before group members arrive.</p>	Signage showing maximum person displayed. Awareness posters displayed.
All hirers	<p>Increased noise from music, speakers, films or broadcasts may encourage hirers to shout or raise their voices. This increases the risk of transmission of the virus</p>	<p>Hirers will be advised that noise should be kept to a minimum. Hirers to be directed to the current government guidance on noise.</p>	

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<p>Staff, volunteers and contractors</p>	<p>Staff and volunteers will be entering the centre on a regular basis, increasing their own personal risk of catching and spreading the infection. Any staff or volunteers over the age of 70 OR vulnerable OR having vulnerable adults or children in their homes would be increasing their own personal risk of catching and spreading the infection.</p> <p>Regular contractors are attending a variety and possibly large number of different sites every day. This can increase the risk of spreading the infection.</p>	<p>All staff and volunteers to be provide with PPE including masks, aprons and gloves. All staff will be provided with antibacterial wipes to be kept at home, allowing them to wipe locks and door handles on entry to the centre.</p> <p>Staff should complete Covid-19 training to prepare for their return to work. Clear guidance on cleaning procedures should be provided to all staff and volunteers. Support and advice should be offered to staff with fear or concerns.</p> <p>Cleaning products and antibacterial hand sanitiser should be readily available to all staff and volunteers. All contractors must make scheduled appointments to attend the centre.</p>	
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<p>All hirers and clients</p>	<p>The community centre is a public place and thus the risk of infection spreading is high. When the centre doors are open members of the public will often pop in to use the toilets, increasing the risk of spreading infection. Government guidelines are currently restricting the use of the community centres with no exercise, fitness, dance or close contact groups being allowed.</p>	<p>Prior to opening the manager and committee will decide which groups will be allowed to resume their hire. A comprehensive guidance will be issued to all hirers along with an additional hire agreement that must be signed and dated before any hire can commence.</p> <p>All groups will be asked to complete their own Covid-19 Risk Assessments</p> <p>Time must be allowed between bookings for cleaning and to ensure two groups are not passing each other in entrance and exits.</p> <p>Group leaders must ensure the front door is locked whilst the hire is taking place to ensure members of the public don't drop in.</p>	
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<p>A case of Covid-19 being reported to the centre</p>	<p>With increased use of the centre and social distancing restrictions being eased there is a risk of Covid-19 cases being reported as having used the centre.</p>	<p>All hirers must sign the track and trace book located in the hall and keep a strict record and contact details of who has entered the building to include the date and times of entry, their name and a contact phone number. This is to aid the governments track and trace system. If the NHS track and Trace system contacts us to confirm a case of Covid-19 has been in the premises the centre will be closed and a deep clean carried out. Committee and management will review the situation and make a decision on when to reopen. The manager will report any cases to the committee and borough council immediately.</p>	<p>Research reporting guidelines.</p>
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All hirers	Close contact can increase the spread of infection. There is a risk that groups returning may want to socialise closely.	All group leaders will be directed to the current government guidance on the use of community centres. They must state in their risk assessments how they are going to minimise the risk of spreading infection. Social distancing reminders will be posted throughout the centre. The Centre Manager will spot check groups to ensure the Community Centres guidelines are being adhered to. Any group found to be ignoring or breaking the guidelines will be asked to leave the centre and not allowed to rebook until further guidance is issued and a meeting has taken place with the manager.	Display signage to state normal fire procedures in operation.
All persons entering the community centre	Fire: In the case of a fire, hirers may become confused about exiting the building due to the new one-way system being in operation.	Hirers will be advised that in the case of fire, the usual procedure is to take place. Hirers should exit via their nearest fire exit at all times.	