



## RA COVID-19 Risk Assessment for Community Centres

**Covid-19 can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is a copy of a Risk Assessment which can be adapted for any Buckinghamshire Council building (excluding schools), which open or partially open during the current Covid-19 situation. It is not likely to cover all scenarios and each Building Manager/Service should consider their own unique circumstances.

Home working must prevail wherever possible to ensure that there are limited numbers of people in buildings, to enable social distancing measures to take place. Employees can only work in Council buildings, with their manager's permission; where they are unable to work safely at home or where there is an essential business/operational need that necessitates physical presence in the building. Managers are responsible for liaising with Property Services if they have a need to accommodate an employee in the workplace.

Any successful operation of a building will involve everyone's co-operation in complying with the protocols within buildings and maintaining social distancing. Published guidance - **COVID-19: Guidance for the safe use of multi-purpose community facilities** must be followed. If you require further guidance please speak to your Manager, HR Services on [hr.av@buckinghamshire.gov.uk](mailto:hr.av@buckinghamshire.gov.uk) or the Health and Safety Team on 01296 585 778 .

Community Centres by their very nature cater for a variety of different clubs and groups offering activities from sports such as karate, dance classes and mat based exercise to meetings, dog training, weight loss classes and acting as a meeting place for church groups.

The Government Guidance notes for Community Venues have been interpreted by ACRE (Action with Communities in Rural England - the overarching body supporting community and village halls), into some useful templates to assist Managers of venues to operate safely and support their hirers.

Specific Sample COVID -19 Risk Assessment templates for hirers, signage and checklist guidance notes have been produced by ACRE which we will be referring to as best practice.

In order to ensure staff and customers are safe before any group returns to hiring the Centre, they must be following their own governing body guidance (if appropriate), provide an activity based risk assessment together with a socially distancing plan of how they intend to operate and a copy of their public liability insurance.



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Hirers must also take contact details of each attendee for the purposes of Track and Trace, to be held for a period of 21 days, should a case of COVID-19 become apparent.

This risk assessment will be reviewed and updated following any updates in the guidance issued by the Government.

### Resources:

- [Covid-19 Decontamination Guidance](#)
- [Procedure for cleaning community centre](#)
- [Pre booking check list regular hirer part 1](#)
- [Pre booking check list regular hirer part 2](#)
- [Application to hire community centre Covid version june 2020](#)
- [Acre guidance to re-opening community centre version 4](#)



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What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Date of completion
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users</li> <li>• Contractors</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Persons with underlying health conditions</li> <li>• Anyone else who physically enters council buildings</li> </ul>	<b>Signage</b> <ul style="list-style-type: none"> <li>• Signage at the entrance of the building warning the public not to enter if they have COVID symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Signage within the building advising employees and customers not to be in the building if they have COVID-19 symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• COVID-19 Working Group</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to centres re opening</li> </ul>	<ul style="list-style-type: none"> <li>• Signage has been ordered</li> </ul>
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul>	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees/customers to be reminded on a regular basis to wash their hands for 20 seconds with water</li> </ul>	<ul style="list-style-type: none"> <li>• Community Leisure Manager (CLM)</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to centres re opening</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Persons with underlying health conditions</li> <li>• Anyone else who physically enters council buildings</li> </ul>	<ul style="list-style-type: none"> <li>• See <a href="#">hand washing guidance</a>.</li> <li>• Drying of hands with disposable <a href="#">paper towels</a>.</li> <li>• Hand sanitisers located in any area where washing facilities are not readily available (e.g. provided on entrances/exits to buildings, within meeting rooms, in kitchen areas.</li> <li>• Review the need to touch/access doors, (however fire doors must not be propped open without specialist self-closing mechanisms in place and security must not be compromised).</li> </ul>	<p>and soap and the importance of proper drying with disposable towels.</p> <ul style="list-style-type: none"> <li>• Hand driers have been put out of use.</li> <li>• Also reminded to catch coughs and sneezes in tissues - Follow Catch it, Bin it, Kill it.</li> <li>• Avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• Signage to be used within toilets and in office areas.</li> <li>• Guidance on reducing the spread of coronavirus (COVID-19) - <a href="#">Stay Alert, Control the Virus and Save Lives</a> message to be publicised.</li> <li>• <u>Stay alert by:</u> <ul style="list-style-type: none"> <li>○ Limiting contact with other people.</li> <li>○ Keep your distance if you go out (2</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• CLM to email regular hirers</li> </ul>		
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			<p>metres apart where possible).</p> <ul style="list-style-type: none"> <li>○ Wash your hands regularly.</li> <li>● Use Posters, leaflets and other available materials for display.</li> <li>● <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></li> </ul>			
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Service Users</li> <li>● Contractors</li> <li>● Vulnerable groups</li> <li>● Elderly</li> <li>● Pregnant workers</li> <li>● Persons with underlying health conditions</li> <li>● Anyone else who physically enters council buildings</li> </ul>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>● Frequent cleaning and disinfection of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, handles, fridge handles, kitchen, toilets including grab handles and alarm cords, tables and chairs, using appropriate cleaning products and disposal methods.</li> <li>● Frequent dusting of hard to reach areas should also be</li> </ul>	<ul style="list-style-type: none"> <li>● An enhanced cleaning regime needs to be considered once usage within the centres increases, considering aspects such as who will do this cleaning, what type of booking is taking place and what, if any, additional measures are required.</li> <li>● Only one hirer group at the Centre at any one time.</li> <li>● Hirers to provide their own risk assessment and agreed</li> </ul>	<ul style="list-style-type: none"> <li>● Community Centre Development Worker (CCDW)</li> </ul>	<ul style="list-style-type: none"> <li>● Prior to centres re opening</li> </ul>	



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		<p>carried out. Employees are provided with PPE (gloves and face mask for use when cleaning).</p> <ul style="list-style-type: none"> <li>Waste removed from the Centres at the end of each day.</li> <li>Enhanced cleaning of all facilities to take place regularly throughout the day.</li> </ul>	<p>numbers for activity they are undertaking as well as the hire agreement.</p> <ul style="list-style-type: none"> <li>Signage in Centre.</li> </ul>			
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Service Users</li> <li>Contractors</li> <li>Vulnerable groups</li> <li>Elderly</li> <li>Pregnant workers</li> <li>Persons with underlying health conditions</li> <li>Anyone else who physically enters council buildings</li> </ul>	<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>Social Distancing -Reducing the number of persons on site to comply with the 2-metre gap.</li> <li>Centre guidance on social distancing and hygiene should be explained to all customers on or before arrival</li> <li>Spot checks on group bookings may take place and the booking may be cancelled if they are found to not be adhering to guidance</li> </ul>	<ul style="list-style-type: none"> <li>Signage to be used to assist with social distancing, especially in queue systems.</li> <li>Particular attention must be paid to pinch points where the 2-metre rule may become compromised such as entrances to kitchen areas or toilet areas where there are several cubicles. Ensure that signage is used to reduce occupant capacity.</li> </ul>		<ul style="list-style-type: none"> <li>Prior to centres re opening</li> </ul>	



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<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users</li> <li>• Contractors</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Persons with underlying health conditions</li> <li>• Anyone else who physically enters council buildings</li> </ul>	<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• Ensure windows are opened where possible to increase air circulation.</li> <li>• Where air conditioning systems are in place, ensure that fresh air is circulated through the systems, rather than recycling the air where possible.</li> </ul>			<ul style="list-style-type: none"> <li>• Prior to centres re opening</li> </ul>	
<p>Operating playgrounds during COVID-19</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users</li> <li>• Contractors</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Persons with underlying</li> </ul>	<p><b>General COVID-19 Guidance</b></p> <ul style="list-style-type: none"> <li>• Refer to COVID Risk Assessment Playgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Where unfurnished play spaces are available for use as part of the hiring of the community centre, the hirer must complete a risk assessment for the play equipment brought with them to the venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Community Leisure Manager (CLM)</li> <li>• CLM to email regular hirers</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to centres re opening</li> </ul>	<ul style="list-style-type: none"> <li>• Play-ground RA issued as part of a wider project</li> </ul>



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	<p>health conditions</p> <ul style="list-style-type: none"> <li>• Anyone else who physically enters council buildings</li> </ul>					
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users</li> <li>• Contractors</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Persons with underlying health conditions</li> <li>• Anyone else who physically enters council buildings</li> </ul>	<p><b>PPE (General)</b></p> <ul style="list-style-type: none"> <li>• Each service Director will conduct an assessment of their service to determine what PPE is required if any for their role in relation to a risk of coming in contact with the virus.</li> </ul>		<ul style="list-style-type: none"> <li>• All departments are responsible for ordering PPE where the roles require its use</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to centres re opening</li> </ul>	
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users</li> <li>• Contractors</li> </ul>	<p><b>Wearing Gloves</b></p> <ul style="list-style-type: none"> <li>• Where a Risk Assessment identifies wearing of gloves as a requirement of the job, an</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be instructed in how to remove gloves carefully to reduce the risk</li> </ul>	<ul style="list-style-type: none"> <li>• All departments are</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to centres re opening</li> </ul>	





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	<ul style="list-style-type: none"> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Persons with underlying health conditions</li> <li>• Anyone else who physically enters council buildings</li> </ul>	<p>adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</p>	<p>of contamination and reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>responsible for ordering PPE where the roles require its use</p>		
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users</li> <li>• Contractors</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Persons with underlying health conditions</li> <li>• Anyone else who physically</li> </ul>	<p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• Wearing a face covering is optional and is not required by law in the workplace. If an employee chooses to wear a face covering, they will provide this themselves for wear in the office. Face coverings are not classed as PPE. See face covering guidance <a href="#">Gov. Guidance Working Safely during the Coronavirus</a></li> </ul>	<ul style="list-style-type: none"> <li>• If an employee chooses to use a face covering, they need to know how to use a face covering safely and follow the guidance:</li> <li>• Wash hands thoroughly with soap and water for 20 seconds or using hand sanitizer before putting a face covering on, and after using it.</li> </ul>		<ul style="list-style-type: none"> <li>• Prior to centres re opening.</li> </ul>	



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	enters council buildings	<ul style="list-style-type: none"> <li>Masks which form personal protective equipment will be provided if identified as a requirement by means of a risk assessment in the workplace. Instructions on correct use will be provided, e.g. mouth and nose covered with no gaps between the face and mask. Touching the mask while using it to be avoided. If it does occur hands to be washed with soap and water or sanitised using an alcohol-based rub. When the mask becomes damp it needs to be replaced and disposed of and single use masks must not be reused.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid touching your face or face covering as you could contaminate them with germs from your hands.</li> <li>Change your face covering if it becomes damp, or if you've touched it.</li> <li>Continue to wash your hands regularly and change your face covering daily.</li> <li>If the material is washable, wash it in line with manufacturer's instructions. If its not washable, dispose of it as general waste.</li> <li>2-meter social distancing must still be adhered to where possible for those who choose to wear a face covering.</li> </ul>			
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> <li>Service Users</li> <li>Contractors</li> <li>Vulnerable groups</li> </ul>	<p><b>Symptoms of Covid-19</b></p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new continuous cough, a high temperature or a loss or</li> </ul>	<ul style="list-style-type: none"> <li>Protocols will need to be developed for isolation of those who may suddenly</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S to discuss with</li> </ul>	<ul style="list-style-type: none"> <li>Prior to office re opening</li> </ul>	<ul style="list-style-type: none"> <li>To be discussed with</li> </ul>



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	<ul style="list-style-type: none"> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Persons with underlying health conditions</li> <li>• Anyone else who physically enters council buildings</li> </ul>	<p>change to their sense of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <ul style="list-style-type: none"> <li>• Line managers will maintain regular contact with staff members during this time. The NHS symptoms page is : <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></li> <li>• If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team will contact Public Health to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> </ul>	<p>become unwell in the workplace. The priority will be to send the employee/ customer home and for them to seek medical advice.</p> <ul style="list-style-type: none"> <li>• Existing first aid or medical rooms may be required to temporarily host the employee if they are too unwell to immediately leave site.</li> <li>• Any customer who shows symptoms whilst on site needs to leave immediately. If they test positive for COVID the test and trace process will then kick in and a deep clean will need to take place for all positive cases. The centre will need to be closed until this is complete.</li> <li>• Line managers, with the support of HR Services, will offer support to staff who</li> </ul>	<p>public health a procedure</p>		<p>public health</p>
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		<ul style="list-style-type: none"> <li>• Testing for COVID -19 is now available to anyone with symptoms. A test can be booked via <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a></li> <li>• The test will need to take place within the first 5 days of displaying symptoms</li> </ul>	<p>are affected by Coronavirus or has a family member affected. All employees / customers should be advised not to attend the office or any other workplace if they are not feeling well. They should seek advice.</p>			
General staff wellbeing	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<p><b>Mental Health</b></p> <ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help:</li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></li> </ul>	<ul style="list-style-type: none"> <li>• Regular communication of wellbeing/healthy minds information and awareness of employee support scheme (EAP) PAM.</li> <li>• Managers to regularly maintain contact with employees who may be remote working via use of technology such as Microsoft Teams.</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;W team and HR</li> </ul>	<ul style="list-style-type: none"> <li>• On-going</li> </ul>	



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<p>Increased risk of legionella or other disease due to reduced occupancy of the building and the reduced use of water systems and fans etc</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users</li> <li>• Contractors</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Persons with underlying health conditions</li> <li>• Anyone else who physically enters council buildings</li> </ul>	<p><b>General Maintenance</b></p> <ul style="list-style-type: none"> <li>• Building core infrastructure inspection will take place as detailed in the Cushman report and on the FM working group issues log. This will take place prior to reopening. Systems will be operated as guidance states in readiness for re-opening.</li> <li>• Legionella flushing and testing has continued to take place so there is no increased risk of legionella</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance on the use of fridges is they must not be used</li> </ul>	<ul style="list-style-type: none"> <li>• CCDW to clean down and un plug all fridges and sign out of use</li> </ul>	<p>Prior to reopening</p> <ul style="list-style-type: none"> <li>• Prior to Centre re opening</li> </ul>	<ul style="list-style-type: none"> <li>• This is in place and is being carried out/ recorded weekly by CCDW'S</li> </ul>
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Risk assessment carried out by Sue Thompson, in consultation with the Health and Safety team .



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