



Alcester Town Council- Eric Payne Community Centre

COVID-19 Risk Assessment for re-opening of community centre– 1 September 2020

This COVID-19 Risk Assessment has been carried out in consultation with staff and key voluntary organisations which regularly use the centre.

Important Notes:

- The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

As at 18 September 2020- COVID-19 Secure Guidelines: Staff, contractors and hirers need to be aware that the following 5 key points apply. These underpin COVID Secure status:

- **Minimise contact with individuals who are unwell:** Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.
- **Clean your hands often:** Sanitiser or soap and water should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels or hot air driers in toilets and kitchens.
- **Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.
- **Regular cleaning of surfaces that are touched frequently:** including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
- **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and groups of up to 2 households where possible and, where not possible, 1metre plus other mitigation measures.

Bookings can be accepted for events* where the Rule of 6 is observed or where there is an exemption, social distancing can be maintained and contacts below 2m are minimised and transitory. However, certain types of events cannot yet be held.

* EPC- After 1 September 2020

NB ROOM CAPACITIES AS FOLLOWS:
Hertford Room- 30 people
Depot- 25 people

EPC booking schedule is available on [Hallmaster](#) to check which session of the day you are. Or this information is also available via the Town Council website.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff & contractors- work activity or situations which might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Droplets and aerosol transmission. Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths/ Covid19 infected rubbish. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional maintenance workers.</p>	<p>'Stay at home if unwell' guidance displayed at entrance and in rooms. Staff provided with protective overalls and plastic/rubber gloves. Contractors to provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given training/PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/user groups 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>All users/visitors must wear face coverings. All staff have undertaken Prevent Covid-19 training</p>		
<p>Staff/contractors who are either extremely vulnerable or over 70.</p> <p>Staff carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation. Lack of ventilation Air conditioning</p>	<p>Staff/contractors in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff to identify whether provision of protective clothing, face coverings and cleaning the surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Provide support through consultation.</p> <p>All doors should be opened onto patio area during user group sessions and during centre cleaning.</p> <p>Ensure settings for bringing in fresh air are maintained.</p> <p>Talk with staff and user groups regularly to see if arrangements are working.</p>	<p>Town Council/ Staff/contractors/user groups will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p>	<p>It is important people know they can raise concerns.</p>
<p>Staff & contractors-who could be at risk and likelihood of staff being exposed.</p>	<p>Provision of hand sanitiser dispensers at multiple points in building.</p>	<p>Concerns with user groups/hirers- their compliance with preventing Covid-19 infection</p>	<p>Staff/contractors</p>

		<p>Hirers to carry out own risk assessments and send to Town Council.</p> <p>Guidance/expectations/special conditions of hire supplied to hirers.</p> <p>Use of signage and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, to avoid touching your face, to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>All users/visitors must wear face coverings.</p> <p>Requested that groups undertake Prevent Covid-19 training and to provide details to Town Council on request.</p>	
<p>User groups/hirers</p>	<p>Concerns about contamination/transmission from Covid-19 at the centre</p>	<p>Centre risk assessment available sent to all user groups and published on website.</p> <p>Signage.</p> <p>Cleaning schedule kept up to date and visible.</p> <p>Rule of 6 applies except for exempt activities (see below).</p>	<p>EPCC booking schedule is available on Hallmaster to check which session of the day you are. Or info available via the Town Council website.</p> <p>Centre cleaning schedule is in the magazine rack in the foyer.</p>

		<p>Collection of attendee information for NHS Test & Trace mandatory. All staff have undertaken Prevent Covid-19 training</p>	<p>NHS Test and Trace-mandatory to keep a temporary record of centre users/visitors for 21 days and must be kept securely in line with GDPR. Assist NHS Test and Trace with requests for data.</p>
<p>Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of ≤6.</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups.</p> <p>Special conditions of hire amended to reflect this.</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
<p>Staff/contractors/user groups/hirers</p>	<p>If someone becomes ill on the premises</p>	<p>Procedure in place. (Sent under separate cover by email to regular user groups and private hirers). When someone is ill they should be sent home immediately. If they are in the Hertford Room and need to wait: Designated safe area - Wellbeing</p>	<p>Town Council/ Staff/contractors/user groups will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>

		<p>Room. Covid-19 First Aid Box available (key will be provided to user groups) Cleaner has special guidance for cleaning. Signage. Collection of attendee information for NHS Test & Trace mandatory. All ATC staff undertaken Prevent Covid-19 training</p>	<p>NHS Test and Trace mandatory to keep a temporary record of centre users/visitors for 21 days and must be kept securely in line with GDPR. Assist NHS Test and Trace with requests for data.</p>
<p>Car Park/ paths/ patio/ exterior areas- staff/hirers/user groups/contractors</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area and waiting to enter premises. People drop tissues.</p>	<p>There is a large car park with plenty of space where users/visitors can wait either on foot or in their cars. User groups will need to limit numbers attending and stagger arrival times. Cleaner/ ground staff to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove tissues.</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. Ordinary litter collection arrangements can remain in place. Use of 'litter pickers'. Provide plastic gloves.</p>
<p>Entrance foyer/corridors- staff/hirers/user groups/contractors</p>	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Covid-19 contamination. Touch points- Door handles, light and shutter switches in frequent use.</p>	<p>Identify "pinch points" and busy areas. Create one-way system and floor signage provided. Door handles, light and shutter switches etc to be cleaned regularly. Hand sanitiser to be provided by centre at entrances/exits. Signage.</p>	<p>Hand sanitiser/soap/paper towel supplies need to be checked daily. More bins have been provided for each room. Take lids off bins in all areas. Emptied after each</p>

		<p>All users/visitors must wear face coverings.</p>	<p>session by user groups and taken to bin in car park.</p> <p>Remove paper flyers likely to be touched by the public from racks.</p>
<p>Hertford Room & Depot- staff/hirers/user groups/contractors</p>	<p>Covid-19 contamination.</p> <p>Touch points- Door handles including fire exit door push bars, door edges, light switches, shutter switches, door blind handles, chair arms, handrails, tabletops, devices, toilet handles, sinks/basins and equipment such as toys etc</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Media/projection equipment.</p> <p>Screen.</p> <p>Displays.</p> <p>Will social distancing be observed?</p>	<p>All surfaces, especially touch points and other equipment used are to be cleaned by hirers before/during/ after use or if first session of the day by centre cleaning staff.</p> <p>Provision of hand sanitiser dispensers at multiple points in building.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>All users/visitors must wear face coverings.</p> <p>Signage.</p> <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>Consider removing items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser at entrance and exit points</p> <p>One-way system with floor markings.</p>
<p>Upholstered seating- staff/hirers/user groups/contractors</p>	<p>Virus may remain on fabric. Cannot readily be cleaned between use.</p> <p>Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>		

		<p>Clean metal/plastic parts regularly touched. Ask those moving them to wear plastic gloves. Hertford Room: Disinfectant fabric spray to be used before, during and after session by user groups.</p>	<p>Hertford Room: A separate bottle of fabric spray to be provided by the Town Council to each user group except Slimming World who will provide their own.</p>
<p>Wellbeing Room- staff/hirers/user groups/contractors</p>	<p>Covid-19 contamination. Touch points- Door handles, light switches, tables, chair backs and arms. Equipment/devices Social distancing more difficult in smaller areas Floors with carpet less easily cleaned.</p>	<p>Recommend hirers use larger meeting spaces and avoid use of small rooms, other than as the designated safe area. All surfaces, especially touch points and other equipment used are to be cleaned by hirers before/during/after use or if first session of the day by centre cleaning staff. Wipe/avoid shared equipment. All users/visitors must wear face coverings.</p>	<p>Room provided as designated safe area if someone is unwell with suspected Covid19 if using the Hertford Room and has to wait. Procedure in place. Sent under separate cover by email to regular user groups and private hirers. Key to be provided to Hertford Room user groups.</p>
<p>Kitchen- staff/hirers/user groups/contractors</p>	<p>Covid-19 contamination. Touch points- Door and shutter handles, light, power and shutter switches Working surfaces, sinks cupboard/drawer handles Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave</p>	<p>KITCHEN CLOSED AT SEPTEMBER 2020. Encourage hirers to bring their own food and drink for the time being. Once open, hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels.</p>	<p>Kitchen currently closed- will be regularly reviewed. When open- hirers to bring own cleaning equipment. Remove existing shared tea towels.</p>

	<p>Dishwashers Use of shared equipment Social distancing more difficult</p>	<p>Hand sanitiser, soap and paper towels to be provided. If/when open, hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70. All users/visitors must wear face coverings.</p> <p>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p> <p>Hirer to clean group's equipment required before/during/after use. Hirer to control accessing and stowing equipment to encourage social distancing. All users/visitors must wear face coverings.</p> <p>The centre will be cleaned daily before the first session of the day. If it is the second hire session of the day, it is the hirer's responsibility to clean all surfaces etc before group arrive/during and after session. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p>	<p>Emergency cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and restocked as necessary.</p>
<p>Store cupboard (Cleaner)- staff/contractors</p>	<p>Covid-19 contamination. Touch points- Door handles, light switch Social distancing not possible</p>		
<p>Storage Rooms (Furniture/equipment)- staff/user groups/contractors</p>	<p>Covid-19 contamination. Touch points- Door handles, light switches Equipment needing to be moved which is not normally in use Social distancing more difficult</p>		<p>Consider whether re-arrangement of storage will facilitate social distancing.</p>
<p>Toilets- staff/hirers/user groups/contractors</p>	<p>Covid-19 contamination. Touch points- Surfaces in frequent use- Door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. Social distancing difficult.</p>		<p>Centre cleaner to ensure hand sanitiser, soap, paper towels, tissues and toilet paper are regularly replenished. Hirers to report any shortages.</p>

	Ventilation	<p>Signage. Consider fixing doors open where appropriate- as the windows don't open. All users/visitors must wear face coverings. Engaged/vacant signage and posters to encourage 20 second hand washing in place. Public access unlikely. Cleaner to decide frequency of cleaning.</p>	
Electrical Room (Stairwell)- staff/contractors	<p>Covid-19 contamination. Touch points- Door handle, light switch Social distancing not possible</p>		
Loft/stairwell- staff/user groups/contractors	<p>Covid-19 contamination. Touch points- Door handle, light switch Equipment</p> <p>Social distancing concerns</p>	<p>Restricted access areas: Hirer to control numbers accessing area. Hirer to clean group's equipment required before/during/after use. Social distancing guidance to be observed by hirers in arranging their activities. Signage. All users/visitors must wear face coverings.</p>	<p>There are no hand washing facilities in the loft. ATC/hirers to provide hand sanitiser</p>
Events- staff/hirers/user groups	<p>Handling cash and tickets</p> <p>Too many people arrive</p>	<p>Organisers arrange online systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual wearing gloves. For performances seats to be limited, booked in advance, 2</p>	<p>See National Rural Touring Forum guidance, Section 2.6</p> <p>In order to avoid cash payments and facilitate booking and ticket distribution the National Rural Touring Forum (NRTF)</p>

		<p>seats between individuals or households and filled from the front to rear of room. All users/visitors must wear face coverings. Attendants/ushers to direct and monitor use of toilet facilities. Follow existing accident procedure. In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	<p>suggests using https://www.izettle.com/gb or https://sumup.co.uk/</p>
<p>Accidents & Emergency- staff/hirers/user groups/contractors</p>	<p>Covid-19 contamination. Touch points- Door handles, light switches etc Equipment Social distancing concerns</p>		

Signed: *V. Chandra* Position: *Town Clerk* Date: *18/9/2020*

