



Alcester Town Council - Eric Payne Community Centre

COVID-19 Risk Assessment for re-opening of community centre- 21 July 2021

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**

EPCC 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. All staff have undertaken Prevent Covid-19 training</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>Staff & contractors-who could be at risk and likelihood of staff being exposed.</p>	<p>Staff/contractors who are either extremely vulnerable or over 70. 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>Staff/contractors in the vulnerable category are advised not to attend work for the time being. 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. Provide support through consultation.</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>

	Mental stress from handling the new situation. Lack of ventilation Air conditioning	All doors should be opened onto patio area during user group sessions and during centre cleaning. Ensure settings for bringing in fresh air are maintained. Talk with staff and user groups regularly to see if arrangements are working.	It is important people know they can raise concerns.
All centre users Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall	Risk is people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users. Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle.	Adjust hire conditions to cover this. Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may continue to be needed eg to seating arrangements.	Event organisers are not expected to ask about people's domestic arrangements but to encourage respect for other people. Avoid raised voices or loud music so that people have to shout to be heard.
Staff/contractors	Concerns with user groups/hirers- their compliance with preventing Covid-19 infection	Provision of hand sanitiser dispensers at multiple points in building. Hirers to carry out own risk assessments and send to Town Council. Special conditions of hire supplied to hirers. Use of signage and posters to build awareness of Covid secure measures	

Car Park/ paths/ patio/ exterior areas- staff/hirers/user groups/contractors	Social distancing is not observed as people congregate before entering premises. Parking area and waiting to enter premises. People drop tissues.	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.	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.
Entrance foyer /corridors- staff/hirers/user groups/contractors	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.	Identified "pinch points" and busy areas. Created 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.	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 session by user groups and taken to bin in car park.
Hertford Room & Depot- staff/hirers/user groups/contractors	Covid-19 contamination. 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 Media/projection equipment.	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. Provision of hand sanitiser dispensers at multiple points in building.	Consider removing items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser at entrance and exit points One-way system with floor markings.

	Screen. Displays. Social distancing to be observed	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched less of a risk.
Upholstered seating- staff/hirers/user groups/contractors	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	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. Clean metal/plastic parts regularly touched. Ask those moving them to wear plastic gloves. Hertford Room: Disinfectant fabric spray to be on chairs used before, during and after session by user groups.	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.
Wellbeing Room- staff/hirers/user groups/contractors	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.	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	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

		<p>session of the day by centre cleaning staff. Wipe/avoid shared equipment.</p>	<p>Key to be provided to Hertford Room user groups.</p>
<p>Kitchen - staff/hirers/user groups/contractors</p>	<p>Social distancing more difficult 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 Dishwashers Use of shared equipment</p>	<p>Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70. 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. Hand sanitiser, soap and paper towels to be provided. Encourage hirers to bring their own food and drink for the time being.</p>	<p>Hirers to bring own cleaning equipment. Remove existing shared tea towels. Emergency cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked 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>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</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>Hirer to clean group's equipment required before/during/after use. Hirer to control accessing and stowing equipment to encourage social distancing.</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>Ventilation</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. Engaged/vacant signage and posters to encourage 20 second hand washing in place.</p>	<p>Centre cleaner to ensure hand sanitiser, soap, paper towels, tissues and toilet paper are regularly replenished. Hirers to report any shortages.</p> <p>Fire doors to the Hertford have been fitted with devices which close them automatically if there is a fire.</p>
<p>Electrical Room (Stairwell)- staff/contractors</p>	<p>Covid-19 contamination. Touch points- Door handle, light switch Social distancing not possible</p>	<p>Public access unlikely. Cleaner to decide frequency of cleaning.</p>	<p>There are no hand washing facilities in the loft. ATC/hirers to provide hand sanitiser</p>
<p>Loft/stairwell- staff/user groups/contractors</p>	<p>Covid-19 contamination. Touch points- Door handle, light switch Equipment</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.</p>	<p>Social distancing concerns</p>

Events- staff/hirers/user groups	Handling cash and tickets Too many people arrive	<p>Organisers arrange online systems and cashless payments as far as possible.</p> <p>For performances seats to be limited, booked in advance, 1 or 2 seats between groups.</p> <p>Cash payments/donations to be handled by one individual wearing gloves.</p>	
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Signed: *Vanessa C. Clark* Position: *Busn Clerk* Date: *29/07/2021*