



COVID-19 Risk Assessment for re-opening St Paul's Community Centre – July 2020

Our COVID-19 Risk Assessment should be carried out in consultation with any employees (Health & Safety Exclusive guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that our draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

Important Notes:

Our 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



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors, and volunteers – 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 who may carry 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. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PPE for use in the event deep cleaning is required.</p> <p>Staff to work from home when there are no activities to deliver or the building is in use.</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>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers 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.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Provide screen for any reception office.</p>	<p>Staff and volunteers 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>
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		<p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	
Exterior areas	<p>Social distancing is not observed as people congregate before entering premises. People drop tissues/litter</p>	<p>Mark out 2metre waiting area outside all potential entrances and exits with tape to encourage care when queueing to enter or left by the side gate. Staff/Volunteers asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</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. Provide plastic gloves.</p>



<p>Entrance hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area and near toilets. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by Community Centre.</p>	<p>Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.</p> <p>Keep the main door and the door leading into the main hall open when providing activities to prevent contamination.</p>
<p>Signing in station</p>	<p>Risk of multiple use of pen/s when signing in. Staff/volunteers and service users touching signing in sheets.</p>	<p>Staff use their own pens to sign in. A member of staff or a volunteer to sign people in the main hall. All details to be taken due to track and trace.</p>	



<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned by HHH before use or by Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p> <p>Consider marking out 2 metre distancing in the hall between tables. To keep the air flowing keep the main front door open and the doors to the yard open, if the weather permits.</p>	<p>Consider keeping the blinds on the windows up and have signage to state do not touch, and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.</p>
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<p>Upholstered seating</p>	<p>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.</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. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</p>	
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<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by Staff Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc.</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. The meeting room could be used for 1 to 1 sessions or an overflow from the offices that HHH, HBS and HAFWAY use if all staff are in. Staff work on a rota basis for using offices and activities.</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave</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</p>	<p>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. Consider closing kitchen if not required or restricting access. Have a NO ENTRY sign</p>



		<p>paper towels to be provided. Consider encouraging hirers to bring their own Food and Drink for the time being. Only 2 staff in the kitchen at 1 time. To clean areas before and after use.</p>	<p>near the kitchen door.</p>
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<p>Store cupboards, storage room, shed and summer house (furniture/equipment)</p>	<p>Social distancing more difficult Door handles in use and light switches. Equipment needing to be moved not normally in use</p>	<p>Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing. Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p>	<p>Consider whether re-arrangement or additional trolleys will facilitate social distancing.</p> <p>Set up the room for activities and use the same tables and chairs, so less use of the storage cupboard.</p> <p>Each organisation has their own store cupboard, 1 staff member to be in charge of their own store cupboard.</p> <p>Shed and summer house not in use now. (revise this once in use)</p>
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<p>Indoor Toilets</p>	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing. Have the use of the disabled toilet and 1 other toilet in use.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed. Bins to be emptied daily or after each activity. Take lids off swing bins so that people are less likely to touch the bin.</p> <p>Keep door open to the 2 main toilets to lessen contamination on door handles.</p>
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<p>Activities-service users/staff/volunteers</p>	<p>People meeting more than 1 other house.</p> <p>More than 1 activity/session per day, entering and exiting the building</p>	<p>For activities arrange bubbles of the same people to attend their session each time.</p> <p>For activities have appointment only times so that people cannot enter the building while there is session taking place. Have signage outside stating this and explain to service users that they cannot turn up early for their session and if late they will still only have their allotted finishing time. Keep the doors open leading into the main hall.</p> <p>Leave 30-60 mins between activities so that people can exit via the front door (leaving doors open) and have a chance to clean the Community Centre.</p>	<p>1 activity per day once the centre has been up and running. Close on a Thursday so that gives 72 hours break from people using the building.</p> <p>Once HAFWAY are back in will do a deep clean on the Thursday. HAFWAY and HBS to clean after each activity.</p> <p>Once there are more than 1 activity per day have a one-way system where people leave via the side gate in the yard. For people with walking difficulties/scooters etc we will organise safe exit through the front door or have time between activities/sessions.</p>
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