

Sample COVID-19 Risk Assessment for re-opening Community Centres and Halls

Sligo PPN June 2020

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your centre. You should consider adapting it to suit your own premises as appropriate. You should also look at your centre's usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees to ensure that all staff in the centre are aware of and feel a sense of ownership over health and safety (HSE guidance). This should include any self-employed or volunteer cleaners or caretakers. You should also involve key voluntary organisations which regularly use the centre so that any points they raise can be taken on board. This should then be issued to them as a document to be observed as part of the conditions of centre use.

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres (or even 1m depending on changing direction from Government). Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant. In serious cases you may need to think about looking for funding to implement physical changes.

At local level be sure to liaise with Sligo County Council and Sligo Leader Partnership Company to see where they might be in a position to support.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming. This changes regularly so make sure you review your assessment as and when advice changes.
2. This document should be read in conjunction with relevant legislation and guidance issued by government including the Return to Work Safely Protocol
3. This document is not intended to be comprehensive and Sligo PPN cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice, it is simply our way of trying to support you to move towards re-opening your service.

Area or People at Risk	Risk identified	Actions to mitigate risk	Notes
Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying 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.	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 HSE guidance and PPE for use in the event deep cleaning is required.	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. You should ensure that all staff and volunteers understand and agree to these principles. Look to waste disposal – can bins be opened without handling?
Staff, contractors and volunteers Think about who could be at risk and likelihood staff/volunteers could be exposed.	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. Mental stress from handling the new situation.	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. Talk with staff, trustees and volunteers regularly to see if arrangements are working.	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. It is important people know they can raise concerns.

Car Park/paths/ patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues or PPE equipment (gloves, masks)</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>	<p>Passing lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>
Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas.</p> <p>Consider marking out 2 metre (or 1 metre depending on guidance at the time) spacing in entrance area.</p> <p>Create one- way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by centre and kept filled</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly. Ensure they can be used without hands.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen. Window curtains or blinds</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned regularly before use or by hall cleaning staff.</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.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Clean after every ‘group’</p> <p>Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Consider removing window curtains and any other items which are more difficult</p>

	Commemorative photos, 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.	to clean and likely to be touched by the public. Provide hand sanitiser and check between each 'meeting'.
Small meeting rooms and offices	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.	Recommend centre users are allocated larger meeting spaces where possible and avoid use of small rooms, other than as offices. Where small rooms have to be used you will need to limit numbers of people. Surfaces and equipment to be cleaned by centre users where possible before use or by designated centre cleaner. Rooms with carpeted floors not hired for keep fit type classes where people are likely to be close to the floor. Wipe shared copier etc.	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. Physically remove seating to ensure only a designated number of people can use a specific room. May provide a "kettle point" in individual rooms to avoid two groups using the same kitchen.
Kitchen	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	Centre Users are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Centre Users to clean all areas likely to be used before use, wash,dry and stow crockery and cutlery after use. Centre Users to bring own tea towels. Hand sanitiser, soap & paper towels to be provided. Consider encouraging hirers to bring own Food & drink in short time.	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.

Adapted from documentation produced by ACRE Action for Communities in Rural England

Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether dedicated cleaner cleans or centre user to clean equipment required before use. Centre user to control accessing and stowing equipment to encourage social distancing.	Consider whether re- arrangement or additional trolleys will facilitate social distancing.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Centre users to control numbers accessing toilets at one time, with attention to more vulnerable users. Centre users 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.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls	Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required.	

Events	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, 2 seats between individuals or households.</p>	
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Potential Covid-19 Checklist for Centre Users

NAME OF CENTRE

DATE _____

Have you read and understood the cleaning guidelines and Covid-19 Risk Assessment as present to you by COMMUNITY CENTRE REPRESENTATIVE

Have you discussed these new protocols with all members of your group and are you confident of their compliance?

Before Your Meeting/event

Have any members of your group presented with symptoms or reported feeling unwell?

If Yes have you advised them to stay home, self-isolate and call a doctor if necessary?

Does each member of your group have the necessary PPE equipment?

Are you happy that the numbers in your group can be safely accommodated in your allocated space while maintaining social distancing?

Has a member of your group wiped down surfaces before entering the room?

After Your Meeting

Has a member of your group wiped down surfaces prior to leaving the room?