

COVID-19 Risk Assessment for Odd Down Community Centre – September 2020

| Area of Risk | Risk identified | Actions to take to mitigate risk | Notes |
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| <p>Staff, users, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p> | <p>People coming into the building with symptoms or feeling unwell.</p> <p>Meeting Centre users in doorways where distancing not possible.</p> <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p> | <p>ALL staff, users, contractors and hirers must ensure that they are well and Covid-19 symptom free</p> <p>Face coverings are required to be worn and will be required to keep it on, unless you are covered under a 'reasonable excuse'. This could be for a gym class, if you need to eat or drink something, or if you have a health or disability reason to not wear one</p> <p>For groups where there is potential for congestion e.g. more than 5 people, must use the ONE WAY system</p> <p>Where applicable, use Main entrance as one way INTO building and either Hall Fire Doors or Side Fire Door as EXIT.</p> <p>ONLY 1 person in each toilet at a time. Hand Driers are switched off – use paper towels.</p> <p>Stay at home guidance if unwell displayed at entrance on door. NO ENTRY to anyone feeling unwell.</p> <p>Users (hirers, maintenance workers and staff) are responsible for cleaning surfaces/touchpoints (before) & after use.</p> <p>BAPP staff emptying bins should use gloves and aprons if they choose. Cleaning</p> | <p>Cleaning Guidance. 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>Please refer to Cleaning schedule below.</p> |

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| | | <p>contractor provide their staff with protective overalls and plastic or rubber gloves.</p> <p>Cleaning contractors follow PHE guidance and PPE for use in the event deep cleaning is required.</p> | |
| <p>Cleanliness of hall and equipment, especially after other hires</p> | <p>Other hirers or contracted cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.</p> | <p>All users are to make sure they clean regularly used surfaces before, during and after hire e.g. tables, sinks, door and toilet handles. We trust that as we all want to remain safe, that this will be done.</p> <p>As at 02.09.20 the kitchen will not be available to use as part of any external hire.</p> <p>Please refer to Cleaning Schedule.</p> | <p>Can we bring our own equipment?</p> <p>Yes but this cannot be left at the centre.</p> |
| <p>Entrance hall/lobby/corridors</p> <p>Hall and Lounge</p> <p>Offices</p> | <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>"pinch points" are mainly doorways and areas where people congregate – corridors & kitchen.</p> <p>We advise having one person through the door at a time (unless in a family bubble) and spacing chairs at 2 metre spacing in Hall.</p> <p>Where people are using the main corridor area, that they spend less than 15 minutes at a distance of more than 2m from each other.</p> <p>Where tables are used, these need to be set out so users are suitably distanced and not facing each other.</p> | <p>Hand sanitiser needs to be checked daily.</p> |

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| | | <p>Tables in Lounge are positioned and should not be moved.</p> <p>Office furniture; staff to avoid touching the fabric elements of chairs (if applicable) and where touched, wiped clean at the end of the day's use. Please avoid touching any fabric chairs.</p> <p>Use one-way system and follow signage.</p> <p>Offices have only one entrance and are deemed a pinch point. Avoid prolonged face to face contact for longer than 15 minutes by sitting side by side or back to back.</p> <p>Open windows/doors to allow for increased ventilation. MUST be closed at end of hire as you would be charged if shutter comes down on an open window or door.</p> <p>Door handles and switches to be cleaned regularly where used and at the end of use/hire.</p> <p>Hand sanitiser provided</p> | |
| <p>Managing Social distancing and especially people attending who may be vulnerable</p> | <p>People do not maintain 2 m social distancing</p> | <p>Staff, users and contractors must comply with social distancing as far as possible and use one-way system.</p> <p>Use layouts advised.</p> <p>The capacity of rooms is reduced by 25%; Hall max is 20-25, Lounge is 4-5.</p> | <p>We strongly advise not to use the kitchen as there can be no social distancing. People can bring their own food and drink including bottles/cups.</p> <p>Where use of kitchen is required, the Lounge must be booked in addition with</p> |

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| | | Explain to all users in your group that there is a limit of 1 person using toilets at once (unless family). | a limit to 1 person in the kitchen serving through the hatch. |
| Respiratory hygiene – we ask that where you or a user has cold or flu symptoms, a temperature or feels in any way unwell, that they do not attend/come into the building. | Transmission to other members of group | Catch It, Bin It, Kill It. All staff, contractors and users are to avoid touching their mouth, eyes, and nose. Tissues are provided; all to dispose into a bin or disposable rubbish bag, or keep on their person, then wash or sanitise hands. Please open windows and/or doors to increase ventilation and reduce the amount of touching required. CLOSE at end | Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire and clean bin lid |
| Hand cleanliness | Transmission to other members of group and premises | Staff/ users & contractors to use sanitiser on entering the building, to wash hands regularly using soap and paper towels throughout their time in the building. | |
| Someone falls ill with COVID-19 symptoms | Transmission to other members of group and premises | Follow guidance: Where they are unable to leave the premises immediately, move person to an area where there is no-one else, ask them to contact someone that can collect them as soon as possible, within 30 minutes. Inform BAPP, all group members, whether they have symptoms or not, can choose to self-isolate until the results of the test are shared. BAPP to inform cleaning contractor for a deep clean. Where the test is positive, all group members and anyone from the office that came into contact for more than 15 minutes for less than 2m of the person, should self-isolate. | |

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| | | No users will be allowed to return to the building until the deep clean is complete. | |
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Cleaning Schedule

All Users and Staff are advised to routinely follow these Guidelines for their own and their users' safety to reduce the risk of spreading germs!

All users and staff are asked to use their own cleaning materials and clean after themselves and/or their users/visitors into the building. The building is regularly cleaned as pre-Covid and will be maintained in order to prevent the need to increase hire charges. Where you are happy to pay more, in order for a cleaner to do this, or require cleaning materials, please inform us at the time of booking. Please use anti-bac spray in the main with the exception of end of the day clean on table /kitchen surfaces & desks – use bleach based spray.

Restrict users/visitors from unnecessarily touching surfaces i.e. keep doors open. **Only the hirer or staff member to open and close windows, use the light switches, alarm and door controls.**

Anywhere or anything that has been touched will need to be cleaned either after use or at the end of your session, including:

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| Entrance (All leaflets removed and bookcase turned around) | Door frame of main entrance door and glass where this has been touched or suspected of being touched Alarm and door control panels (with cloth – do NOT spray directly onto electronic devices) Outside of Hand sanitiser unit (without activating!) Wipe push button for door opening (ask people to use elbows not hands) |
| Main Corridor | Cleaning cupboard door handle (both sides) and door edge All light switches (with cloth – do NOT spray directly onto electronic devices) Wipe over heater guard All cleaning equipment that has been used – Henry, broom, mop, bucket and dustpan and brush Outside of Hand sanitiser unit (without activating!) |
| Kitchen (where used) NOT AVAILABLE to external Hirers 02.09.20 | Door handle (both sides) On/off switch for hot water Taps (all 3) and sink edges Microwave – all buttons Fridge and Freezer handles All surfaces including hatch |

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| | <p>Bin lid</p> <p>Cooker handles and hob</p> <p>Light switches (with cloth – do NOT spray directly onto electronic devices)</p> <p>Outside of Hand sanitiser unit (without activating!)</p> |
| <p>Lounge</p> <p>(Fabric Chairs stored elsewhere and plastic instead)</p> | <p>Door handles (both sides)</p> <p>Where windows are opened, the window handles</p> <p>Please do not touch the blinds or cords. Where this is essential to close blinds, please only use the cord and not touch the blind itself. Please return the blind to the open position at the end of your session and clean the cord by wiping with a cloth.</p> <p>All tabletops must be cleaned as well as chair tops and sides where hands are likely to have touched.</p> <p>Where the TV is used, the remote must be wiped with a cloth after use.</p> |
| <p>Hall</p> | <p>Door Handles (inside and out on both sets of internal doors)</p> <p>Push Bar on fire exit door</p> <p>Window/door shutter key points</p> <p>All chairs that are used – tops and sides need to be wiped before stacking</p> <p>Where tables are used, all surfaces and legs wiped as legs are touched to fold up</p> <p>Table trolley and safety strap hasps</p> <p>Where Hall Cupboard is used, door handles and inside top bolt</p> |
| <p>Offices- both (Staff ONLY)</p> | <p>The door lock will need to be wiped after EVERY use. Door can be propped open to avoid unnecessary touching</p> <p>See list above from Door Handles to table tops/ desks</p> <p>The Monitor and PC you have used- on/off switches, keyboard and mouse will all need to be wiped with a cloth</p> <p>Any folders/filing cabinet handles</p> <p>Where you use the Office Storage cupboard by the Accessible toilet, please wipe before and after use</p> |
| <p>In addition to the above, for the front office</p> | <p>Photocopier; lid handle, operating buttons and drawers where used will all need to be wiped with a cloth</p> <p>Clean all building keys that are used immediately after use</p> |
| <p>In addition to Office above, for the back office</p> | <p>Fridge and freezer handles where used and any component parts</p> <p>Staff to agree whether storage boxes are wiped after each use or at the end of each day</p> <p>Where the lockable cupboard or any folders are used, give the handles and folders a wipe over</p> |

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| Back corridor (Staff ONLY) | Where used, all corridor cupboard handles/padlocks Window/door shutter key points |
| Toilets – all users are politely asked to use the anti-bac spray and blue roll to wipe the seat (where sat on), flush handle, and taps after they have used. | ALL Door handles and locks (both sides) including outside door and cubicle doors Outside of paper dispensers Accessible toilet pull cord light switch handle clean after every use (leave light on throughout hire session); only Hirer to turn on and off ALL taps, toilet seats, flush handles |
| Please inform the office or leave a message where the hand sanitiser has run out. Please do NOT remove the cleaning materials as there are provided for all to use and we can add the cost of these to the hire charge. | |