

Ashwood Church

COVID-19 ASHWOOD CENTRE RISK ASSESSMENT

Description of Task: Re-opening the Ashwood Centre from Covid-19 Lockdown as a multi-purpose centre

People at Risk: Staff, Volunteers, User Groups, Members of the Public

Benefits of Activity: Re-opening for face to face contact with specific user groups within government guidance for multi-purpose community centres where it is deemed that face to face is the most beneficial way to operate – where possible limit gatherings and remain online where possible. This risk assessment may need to be updated in line with further government guidance as and when this comes available.

Area or People at Risk	Risk identified	Actions to take 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 if feeling unwell. Staff/volunteers provided with protective aprons and gloves and to be used when appropriate. Contractors provide their own. Staff given 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.

<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 or volunteer 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.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</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.</p> <p>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>Car Park/paths/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Caretaker 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.</p>

<p>Reception area/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. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided at entrances and hand washing facilities.</p>	<p>Hand sanitiser needs to be checked regularly in case it needs topping up – caretaker or volunteers. Consider face masks to be worn in corridors. Clear signs for queuing for the toilet. Keep Left signs to help with traffic.</p>
<p>Main Hall/Meeting Room/Activity Room/Drop-in/Upstairs Room</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and after their activity. Followed up by our caretaker doing a more deep clean. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Provide hand sanitiser and hand washing facilities.</p>

Upholstered seating	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.	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.	The centre only has upholstered chairs. Chairs to be wiped down regularly and sprayed regularly too.
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	Hirers are asked to control numbers using kitchen so as 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.	Cleaning materials to be made available. Consider closing kitchen if not required or restricting access. Consider face masks to be worn in the kitchen. Use paper cups for drinks and napkins for food where possible.
	Cooker/Microwave	Hand sanitiser, soap and paper towels to be provided. Consider encouraging hirers to bring their own Food and Drink for the time being.	Avoid use of the kitchen where possible.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Caretaker to access cleaning supplies and ensure appropriate cleaning supplies are readily available for hirers to use and decide frequency of cleaning.	Staff and Volunteers to receive H&S training before accessing stored chemicals, in line with COSHH.

Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to be responsible for their own equipment and making sure it has been cleaned before using at a session. Caretaker/staff to be aware of equipment being used and stored – for instance hostess trolleys, PA Equipment, notice boards and banners.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	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. Men's and Ladies toilets to be locked and only the disabled toilet with baby changing facilities available. Use social distancing along the corridor to the toilet.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer report if stocks are low. Face masks to be worn as only 1m social distance possible on the corridors. Keep Left Signs up to help with traffic.
Boiler Room	Door handle, light switch Social distancing not possible	No public access. Caretaker to decide frequency of cleaning.	
Soft play room	Covid-19 Risk Assessment required if re-opened. Social distancing not possible Very hard to keep the soft play equipment cleaned properly	Unlikely that we will open soft play for a long while. Wait for further guidance.	

Covid-19 First Aid Kit	Specific box with extra PPE elements to assist with any first aid requirement.	This first aid kit to be made available for users at their sessions alongside a normal first aid kit. Users to report any first aid using the forms provided and letting the caretaker know.	
TRACK AND TRACE	Record attendance and keep a record for 21 days – adhere to GDPR guidelines – keep this data locked in the centre office	Users must know who is meeting at the centre and on what date – need name and a contact number. They can either use the centre’s track and trace recording sheets, or have their own.	Check with users how they will do this and if not using their own recording methods, provide the sheets from the centre.

Date of Assessment	14 July 2020	Date of Review	September 2020
Name: Please Print	Claire Bell	Signed	