

# **Marcham Community Group Covid Risk Assessment (from 14 September 2020)**

## **Introduction**

This Risk assessment is a standard Risk Assessment by MCG that applies all users of the Marcham Centre Building. It is to be used in conjunction with the Risk Assessment prepared by each user. (A user may be the representative of a group).

The purpose of these Risk assessments is to:

1. Identify all the likely Risks
2. Set out who is responsible for mitigating the Risks and the method of mitigation

This Risk Assessment will be provided to any user who requests it.

## **Maintenance of Document**

This document will be reviewed in line with changes to government regulation and advice.

This document will be reviewed alongside the standard Hall Risk Assessment to determine whether that should be updated. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

It is recognised that government rules and advice will change. Consequently, this document will need to be reviewed, updated and reissued.

## **Individual Responsibility**

This Risk assessment and the associated actions does not replace the responsibility of an individual to protect themselves (or those dependent on them) through individual actions such as personal hygiene.

## Process

The COVID-19 Risk Assessment will be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your 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.

## Key Issues

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. 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. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

As part of this Risk Analysis these physical pinch points will be mapped on a floor diagram. This diagram will be available to Event organisers.

## Important Notes:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions to consider**

Area or People at Risk	Risk identified	Recommended Actions to take to mitigate risk	Actions Carried out to Mitigate Risk (Check against recommended Actions)
<b>Staff, contractors and volunteers</b>			
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.	<b>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 PHE guidance and PPE for use in the event deep cleaning is required.</b>	
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.	<b>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.</b>	
		<b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b>	

Area or People at Risk	Risk identified	Recommended Actions to take to mitigate risk	Actions Carried out to Mitigate Risk (Check against recommended Actions)
<b>Spaces</b>			
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	<b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b> <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b> <b>Wear plastic gloves and remove.</b>	
Entrance hall/lobby/corridors	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.	<b>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided by hall</b>	

Area or People at Risk	Risk identified	Recommended Actions to take to mitigate risk	Actions Carried out to Mitigate Risk (Check against recommended Actions)
<b>Main Hall</b>			
	Door handles, light switches, window catches, tables, chair backs and arms.	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff. Hirers to be bring own cleaning materials and remove after use.</b>	
	Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Observing Social distancing	<b>Soft furnishings not to be used Social distancing guidance to be observed by hirers in arranging their activities. Encourage Hirers to be to wash hands regularly. Set maximum number of users in Hire agreement</b>	

Area or People at Risk	Risk identified	Recommended Actions to take to mitigate risk	Actions Carried out to Mitigate Risk (Check against recommended Actions)
<b>Small meeting room</b>			
	Risk of mix between users of Small and Large Halls	<b>Wherever possible, users of small hall to be isolated from other users and access via separate entrance and use separate toilets</b>	
	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. Observing Social distancing	<b>Suggest Hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Set maximum number of users in Hire agreement Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Insist Hirers to be bring own cleaning materials and remove after use. No permanent carpet to be placed on floors. Temporary mats (eg Yoga) to be removed from building after event</b>	

Area or People at Risk	Risk identified	Recommended Actions to take to mitigate risk	Actions Carried out to Mitigate Risk (Check against recommended Actions)
<b>Kitchen</b>			
	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	<b>Only 1 group to use kitchen at a time</b> <b>Insist Hirers to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b> <b>Insist Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b> <b>Insist Hirers to bring own cleaning materials and remove after use.</b>	
	Cooker/Microwave	<b>Insist Hirers bring own tea towels and own cleaning materials and remove after use.</b> <b>Hand sanitiser, soap and paper towel to be provided.</b> <b>Insist Hirers to bring their own Food and Drink for the time being.</b>	
<b>Indoor Toilets and Changing Rooms</b>			
	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Ask Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b> <b>Insist Hirer clean all surfaces etc before public arrive unless staff have pre-cleaned out of hours.</b> <b>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	

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<b>Upholstered seating</b>			
	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.	<b>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.</b>	
<b>Non-Public Areas</b>			
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</b>	
Boiler Room	Door handle, light switch Social distancing not possible	<b>Public access unlikely. Cleaner to decide frequency of cleaning.</b>	



Area or People at Risk	Risk identified	Recommended Actions to take to mitigate risk	Actions Carried out to Mitigate Risk (Check against recommended Actions)
<b>Events</b>			
	Handling cash and tickets Too many people arrive	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments/donations to be handled by one individual wearing gloves.</b>	
<b>MUGA and External Equipment</b>			
	<b>Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives.</b> If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.	<b>Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</b>	
<b>Bookings</b>			
	Groups meeting at Pinch Points as bookings overlap	<b>Organise bookings to ensure gaps and that events in various locations do not clash</b>	