

COVID-19 Risk Assessment for Re-Opening of West Maldon Community Centre

Scope and Context

This risk assessment has been prepared for West Maldon Community Centre (WMCC). It applies to all staff, hirers, visitors, contractors and volunteers and will be updated as required as regulations and guidance change.

All hirers must read this document before using the centre and must have prepared their own risk assessment specific to their usage of the facilities. Hirers are welcome to use this document as a reference document but are not to rely upon it in place of their own risk assessment. Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector. It is important to note that the Centre will be cleaned by the caretakers every evening, but the caretakers will not be cleaning between hirers. Cleaning remains the responsibility of the hirers and will be monitored by WMCC.

Background

COVID-19 was declared as a global pandemic early in 2020. The serious spread of the virus instigated the UK Government to take unprecedented actions including ordering businesses and services to close. This included the WMCC. With permission from the Government to reopen certain businesses, WMCC has undertaken a risk assessment (as required) to consider the steps to be taken to reopen the premises so it is COVID-19 safe, and to develop operating protocols that ensure the safety of all users.

Stakeholders

- WMCC Staff, volunteers and families;
- WMCC Hirers and users.

Limitations

This risk assessment is limited to using the building and some of its contents during the COVID -19 pandemic and is limited to consider health and safety implications only. It does not consider financial, reputational or asset loss risk. When assessing controls, all actions recommended will be implemented to minimise the potential for cross contamination. However, it has to be stated that the risks are unquantifiable in relation to consequence outcomes due to the large numbers of unknown health conditions of person who may be exposed. Therefore, the risk assessed for each area are assessed with controls implemented and working, to determine risk acceptability.

Contact

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West Maldon Community Association

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Area or People at Risk	Risk identified	Controls	Additional Controls required?	Acceptable risk? Y/N
1. Staff, contractors and volunteers.	COVID-19: Contracting or spreading the virus.	<p>Stay at home guidance if unwell posted at the centre entrance.</p> <p>Staff & volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties if wearing of a disposable outer overall is not possible.</p> <p>Deep cleaning undertaken before being reopened to the public for hire. This included Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p>	<p>Hirers have a responsibility to inform the centre is any of their attendees have tested positive for Coronavirus. Contact details above.</p> <p>Deep cleaning premises if a person who has hired the facilities reports that they have been diagnosed with a positive COVID-19 test.</p>	Y
2. Staff, contractors and volunteers (cont.)	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>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>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. Have a clear understanding of the vulnerabilities of staff/volunteers so risk can be properly assessed, and all necessary precautions identified and addressed</p> <p>Regular reviews 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>	Y

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3. Car Park/ paths/exterior areas.	Social distancing is not observed as people congregate before entering premises.	<p>Signage and markings provided reminding people to observe social distancing requirements. 2 metre marked out waiting area outside all used entrances with tape (or similar) to encourage care when queueing to enter.</p> <p>When opening the premises, Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Rubbish or hazardous waste should be reported to Maldon District Council as normal. Mark hazardous waste (e.g. with a cone) to avoid public contact.</p> <p>PPE provided for litter collections.</p>	<p>Caretakers to monitor the outside of the hall for additional rubbish such as discarded PPE.</p> <p>After each session, hirers are asked to check that their attendees have not discarded rubbish and remove if found.</p>	Y
4. Entrance hall /lobby/corridor.	<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 at the centre include the entrance lobby, hallway and toilets. Staff awareness of Pinch points. Low numbers of staff in the centre at any one time</p> <p>Hirers encouraged to create one-way system for their attendees. No persons should leave via the entrance when people are arriving.</p> <p>Use of the fire doors if frequent ingress/egress expected or there is a clash with another group to maintain separation. The last to leave must ensure the fire door is securely shut and leaves by the main entrance.</p> <p>Hallway doors to be pegged open if possible, to minimise contact with handles. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.</p> <p>Wherever possible, hire start times will be staggered to reduce congestion and longer gaps left between hires.</p> <p>First Aid box contents to be reviewed and additional items added if required.</p> <p>The First Aid box to be sealed with paper tape to identify it has been opened.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, lined with plastic bags, in entrance hall, each meeting room. Empty regularly.</p> <p>Hirers must notify the centre if they have used any items from the First Aid box. Used or opened supplies must not be returned to the box.</p>	Y

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5. Main Hall.	<p>Touch points. Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between uses.</p> <p>Projection equipment. Screen controls.</p> <p>Window curtains or blinds.</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned/sprayed by hirers after use and optionally before use if there is any concern.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash/sanitise hands regularly and before touching curtains etc.</p> <p>Windows to be left open wherever possible to improve ventilation.</p> <p>Whilst it is not possible to remove curtains due to privacy concerns, signage should be deployed to encourage use of hand sanitiser before touching fabrics.</p> <p>Provision of hand sanitiser.</p>	None	Y
6. Linton Room and Jubilee Lounge.	<p>Social distancing is more difficult in smaller areas.</p> <p>Door and window handles, Light switches.</p> <p>Tables, chair backs and arms.</p> <p>Floors with carpet less easily cleaned.</p> <p>Kitchenette equipment.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of side rooms except for small number of attendees.</p> <p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned/sprayed by hirers after use and optionally before use if there is any concern.</p> <p>These rooms with carpeted floors are not to be hired for keep fit type classes.</p> <p>Windows to be left open wherever possible to improve ventilation. Responsibility on hirers to close at the end of a session.</p> <p>Kettle and crockery to be removed from Jubilee Lounge.</p>	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.	Y

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7. Kitchen.	<p>Social distancing more difficult.</p> <p>Door and window handles, Light switches.</p> <p>Working surfaces, sinks.</p> <p>Cupboard/drawer handles.</p> <p>Crockery/cutlery.</p> <p>Kettle/hot water boiler.</p> <p>Fridge/Cooker/Microwave.</p>	<p>Until guidance changes, hirers are asked not to use the kitchen. The Kettles will be removed and water boiler switched off.</p> <p>Tea, Coffee, Sugar etc, plus Cutlery and crockery that is stored at the centre is not to be used.</p> <p>In exceptional circumstances, the use of the kitchen must be agreed in advance and use reported to the caretaker so appropriate cleaning can be undertaken.</p>	<p>Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider completely closing kitchen if not required or restricting access.</p> <p>Hirers whose attendees require drinking water as asked to bring their own to reduce contact with kitchen sink and taps.</p>	Y
8. Store cupboards (cleaner etc.)	<p>Social distancing not possible.</p> <p>Door handles, light switch.</p>	<p>Access to these stores is limited to cleaners and caretakers only. Appropriate PPE must be worn including rubber gloves.</p>	None	Y
9. Storage Rooms (furniture/equipment).	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use.</p>	<p>Hirer asked to limit the number of people using the storage area. Cleaner to decide frequency of cleaning. Last sentence?</p> <p>Hirer is encouraged to clean equipment before and after use.</p>	None	Y

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Toilets.	<p>Social distancing difficult.</p> <p>Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing equipment.</p>	<p>Social distancing signage to be displayed to indicate where to queue for facilities.</p> <p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. No more than two people in the female toilet at any time and one person in the male.</p> <p>Hirer encouraged to clean all surfaces etc before public arrive, and spray touched surfaces at the end of hire and as appropriate.</p> <p>Signage and posters to encourage putting toilet seats down before flushing where available, hand washing and occupancy levels.</p> <p>Paper towels to me made available to operate door handles when leaving the toilets and hand sanitiser and a waste bin to be available in the hallway.</p> <p>Where in the past attendees have used the toilets as changing facilities, hirers must encourage all attendees to change clothes away from the centre to maintain social distancing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows how to contact the duty caretaker for re-stocking if needed.</p>	Y
Events.	<p>Handling cash and tickets</p> <p>Too many people arrive at one time no meeting social distancing requirements.</p>	<p>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.</p>	None	Y

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Locking and Unlocking.	Contact between caretakers and hirers.	Where possible, hirer is asked to use their own keys to unlock the centre at the beginning of their hire and to lock the door afterwards. If the hirer is not a keyholder, ensure arrangements have been made with the duty caretaker. The caretaker will attend the centre before hire is due to start to disable the alarm and if appropriate to open windows.	Hirers must shut windows and doors at the end of each session and lock the doors if the hall is empty.	Y
Daily Cleaning.	Exposure of caretakers/cleaning staff to contaminated areas.	Wherever possible, the usual daily cleaning is to be performed after the centre has been vacated for several hours. Side room doors to be sealed with paper "This room has been cleaned" ribbons that are broken when the room is used. In this way it is clear if a room has been used or not.	None	Y

Document Control

Version	Date	Author	Change
0.5	20 August 2020	D. Campbell	Reviewed by WMCA Committee
1.0	21 August 2020	D. Campbell	Minor updates following review. Published to https://www.wmcc.org.uk/coronavirus

References

- The Health and Safety at Work Act (1974);
- COVID-19: Guidance for the safe use of multi-purpose community facilities (Updated 31 July 2020);
- National Rural Touring Forum guidance, Section 2.6.