

Risk Assessment for: GENERAL REOPENING OF LEIGH COMMUNITY CENTRE DURING COVID-19

The purpose of this generic risk assessment (GRA) is to identify the exposure and type of common, significant risks to our employees, hirers and attendees, and to identify the appropriate control measures.

This Risk Assessment should only be used as a guide all personnel should conduct their own dynamic risk assessment when they undertake a new task or visit a new site.

This risk assessment must be read in conjunction with the Councils Health and Safety Policy and other relevant risk assessments including room hire and office re-opening.

Risk Assessment for: General Reopening of Leigh Community Centre

Carried out by: Leigh-on-Sea Town Council

Date of Assessment: August 2020

Activity	Hazard	Risk / Person Exposed	Risk Score (matrix)			Control Measures	Residual Risk (Matrix)		
			s	l	rr		s	l	rr
Cleaning regime	Contraction of Covid-19 via persons or Contact with objects	Caretaking staff	3	3	9	<ul style="list-style-type: none"> Caretaking staff will undertake a deep clean before the community centre is opened to staff and hirers, regular cleans will also be maintained including additional cleans for high touch points All caretakers have been issued the PPE as set out in the Government Guidelines Government guidelines for cleaning in non health care settings. This being gloves and aprons. Masks and faceshields are also available. A higher specification cleaning product is being used Cleaning an area with disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people <ul style="list-style-type: none"> - wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces and door handles - wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons 	3	3	1

						<ul style="list-style-type: none"> and other protection used while cleaning • Staff have been advised to wash their hands more regularly • A staff briefing delivered regarding additional H&S measures to be followed and enhanced cleaning regimes to be carried out 			
Office environment	Contraction of Covid-19 via persons or Contact with objects	LCC staff	3	3	9	<ul style="list-style-type: none"> • Provisions have been made for a phased return to work and can be assessed under a separate risk assessment entitled 'Risk Assessment Office Reopen Covid 19'. Provisions include: <ul style="list-style-type: none"> ○ Limiting staff interactions, returning to work in bubbles, operating a clear desk policy and facilitating home working. ○ Staff are reminded to only come into the office if they are well and to self-isolate if required, following test and trace procedures. ○ Before the office re-opens a thorough cleaning will be undertaken by the caretakers and all unnecessary items removed from the office, including posters and unnecessary furnishings. ○ Regular cleaning will be undertaken by caretakers and staff are required to wipe down their own surfaces at the start and end of day. ○ Individual hand sanitizer will be available on each desk 	3	1	3
Staff wellbeing	<p>Staff loneliness and isolation due to social distancing.</p> <p>Staff potentially being affected by bereavement.</p> <p>Staff dealing with changed or unfamiliar workload.</p> <p>Staff dealing with an increase in stressful situations ie. An increase in dealing with bereaved families.</p>	LCC staff				<ul style="list-style-type: none"> • Regular contact including zoom meetings should be maintained by staff • Staff must keep line managers informed of issues and concerns. • Line managers should ensure that training and support are in place to assist staff to be flexible. • Line managers will monitor staff workload to identify individuals who are facing an increased exposure to stressful events. Increased 1-2-1 remote contact will be given to support those individuals. • Staff are free to borrow necessary work equipment which makes working from home easier for them e.g. office chairs. Upon returning, all equipment must be cleaned • All staff are privy to risk assessment information and open discussions to ensure they are happy to return to work within the community centre 	3	1	3
Provision of rooms for hirer	Contraction of Covid-19 via persons or Contact with objects	LCC staff, hirer and attendees of the session	3	3	9	<ul style="list-style-type: none"> ○ Provisions have been made for room hire and can be assessed under a separate risk assessment entitled 'Risk Assessment General Room Hire Covid 19'. Provisions include: <ul style="list-style-type: none"> ○ Caretakers are carrying out a deep clean of the premises before opening ○ Before hire takes place a deep clean of the room will be carried out. 	3	1	3

					<ul style="list-style-type: none"> ○ The room will then be locked until hire. ○ The Town Clerk has right to refuse bookings ○ All bookings will be staggered to reduce capacity within the centre at any one time. ○ Sessions will only take place in rooms appropriate to the session size. Hirers must let LCC know at the time of booking the number of attendees so the appropriate room can be allocated. ○ All rooms have been measured to ensure correct capacity. ○ The number of attendees will comply with the 2-metre social distancing guidelines recommended by the Government (or other if guidance is to change). Latest guidance can be found here; https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing ○ Hirer to reiterate 2m distancing in advance of the session ○ A separate risk assessment has been created for bookings with more information entitled 'Risk Assessment LCC General Room Hire Covid 19' ○ A guidance document, opening survey and room capacity information has been sent to hirers. ○ A thorough risk assessment is required from all hirers before bookings are permitted. ○ Hand sanitizer stations and hand washing facilities with soap and water are also in place for all hirers. ○ All attendees to the community centre are advised to refrain from touching things where practicable. ○ Hirers must bring their own pen to sign in and out at reception and keep touching of surfaces to a minimum ○ Hirers and users must wear a face covering in all areas of the community centre, including during their sessions unless covered under a 'reasonable excuse'. See guidance on wearing face coverings. ○ Hirers must communicate to attendees which room the session will be held in advance. Attendees do not need to come to reception. ○ Hirers and users must only enter the building to sign in at the time of booking. Anyone waiting for sessions to start must wait outside the building only ○ The room doors should be kept open to allow fluid access to the session and prevent queuing outside the room ○ Any activity set up to be laid out in line with social distancing guidance and staggered entry and exit to the session advised. ○ It is the hirers responsibility to enforce social distancing and safety measures once in the session ○ Hirers to bring own disinfectant products to complete a 'before and after session wipe down' of high use areas. This is to be kept out of reach of children and stored safely. ○ Hirers must remove their own rubbish from the room. ○ All attendees must leave the building via the sign posted exit. 			
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Communal areas including foyer, hallways, stairs and lift	Contraction of Covid-19 Via persons or Contact with objects	LCC staff, hirer and attendees of the session	3	3	9	<ul style="list-style-type: none"> Regular and thorough cleaning regimes must be maintained by caretaking staff, including additional cleaning to high touch points Separate entrance and exits points must be utilised where possible Hand sanitiser stations are available in the foyer area and signage to encourage use Communal areas must remain free from clutter to reduce the risk of over crowding and touch points. This includes the removal of any flyers/advertisements Any posters must be laminated or framed for cleaning purposes Appropriate markings will be installed in common areas as necessary Signage in place to discourage loitering Signage in place to remind users of 2m distancing The lift must only be used by one person at a time, or one household/social bubble. Signage in place to reiterate Signage in place on the stairs to 'keep right' and encourage one-way flow Windows and doors will be open to improve ventilation No queuing in communal areas as planned in hirers risk assessments. Where this is not possible, (i.e. reception enquiries) users are encouraged to queue outside. Face-coverings must be worn in all areas of the community centre., adhering to government guidelines. Staff and caretakers are not made to wear face coverings in these areas, though are encouraged The café remains closed Hall hire will be staggered and capacity reduced to minimise risk of crowding 	3	1	3
Reception enquiries	Contraction of Covid-19 Via persons or Contact with objects	Hirer and attendees of the session	3	3	9	<ul style="list-style-type: none"> Sneeze shield installed No cash payments allowed. Room hire must be paid for in advance via BACs, debit/credit card or cheque payments 2m marking on the floor at reception Pink sacks to be left in the foyer to reduce interaction Guests to sign in with their own pens Hirers are responsible for communicating room number to their customers Hirers must not approach reception for general enquires, these must be made over the phone where possible as staff are working at limited capacity within the office Open to the public by appointment only All post must be left in the post box outside Social media and website must be utilised to reduce enquiries at reception 	3	1	3
Toilet	Contraction of Covid-	LCC staff, hirer and	3	3	9	<ul style="list-style-type: none"> Toilets are closed to the general public 	3	1	3

facilities	19 Via persons or Contact with objects	attendees of the session				<ul style="list-style-type: none"> Hirers can only use the toilet facilities downstairs Upstairs toilets are for staff only and can accessed via room 8 which will be closed for hire Facilities are regularly cleaned including high touch points, adhering to government guidelines Public access is restricted Hand sanitiser to use on entry and exit has been installed. Hand washing facilities with soap and water are also in place. Posters on how to wash your hands have been installed Social distancing signs have been installed. Social distancing measures within the assets have been installed e.g. some sinks, hand dryers, urinals etc have been closed off. 			
Contractors/ Renovation work			3	2	6	<ul style="list-style-type: none"> Contractors must remain 2m from any community centre users or staff Contractors are only permitted in communal areas including toilets. They must not enter offices Contractors must not enter sessions Where possible, work is encouraged externally during session times 	3	1	3
Symptoms of Covid-19	Contraction of Covid-19 Via persons or Contact with objects	LCC staff, hirer and attendees of the session	3	3	9	<ul style="list-style-type: none"> If anyone is unwell with a new continuous cough or a high temperature they will be asked not to attend the centre and to report their symptoms to the NHS Track & Trace https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the Town Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. If this occurs, Hirers of the centre will be contacted and notified so they can contact their clients where necessary. 	3	1	3

Assessment Date :	Written By :	Activity : Reopening of LCC during Covid – 19
Activity Start Date : tbc	Updated by:	
	Signed :	Location : Various

Copies To :		Signed :		Date :	
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