

**Risk Assessment for: GENERAL ROOM HIRE AT LEIGH TOWN COUNCIL 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.

**Risk Assessment for:** General Room Hire at 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
Provision of room 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"> <li>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.</li> <li>Bookings will be staggered to reduce capacity in the centre at any one time.</li> <li>The amount of attendees will comply with the 2-metre gap recommended by the Government Guidance (or other if guidance is to change). Latest guidance can be found here; <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a></li> <li>Hirer to reiterate 2m distancing in advance of the session</li> <li>Room hire must be paid for in advance via BACs, debit/credit card or cheque payments, no cash payments accepted at reception</li> <li>The room will be thoroughly cleaned before hiring takes place. This will include disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, entrance area and door, using appropriate cleaning products and methods. After cleaning, the room will be locked and any further access prevented until the hirer's arrival.</li> </ul>	3	1	3

						<ul style="list-style-type: none"> <li>• Where possible, LCC staff will ensure internal doors are open in advance of clients arriving and weather permitting, windows will be opened to improve ventilation.</li> <li>• Hirers must advise attendees to bring their own pens / mats/ or other equipment where appropriate. (Including hand gel)</li> <li>• Any required furniture will be laid out by LCC staff prior to the session following the 2m social distancing guidance.</li> </ul>			
Entering the building and reception	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"> <li>• All attendees must use the hand sanitiser provided in the foyer. Hand washing facilities with soap and water are also in place.</li> <li>• All attendees to the community centre are advised to refrain from touching things where practicable.</li> <li>• Hirers must bring their own pen to sign in at reception and keep touching of surfaces to a minimum</li> <li>• Face-coverings must be worn in all areas of the community centre. See <a href="#">guidance on wearing face coverings</a>.</li> <li>• Attendees do not need to come to reception.</li> <li>• Hirers and their session attendees are permitted to enter the building 10 minutes before the time of booking. The Community Centre doors will then be put on exit only setting at the booking start time to remain covid secure.</li> <li>• All attendees must proceed straight to their room.</li> <li>• Hirers must communicate to attendees that they must not enter the building until the doors are unlocked 10 minutes before their start time.</li> </ul>	3	1	3
Session	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"> <li>• The room doors should be kept open to allow fluid access to the session and prevent queuing outside the room</li> <li>• Any activity set up to be laid out in line with social distancing guidance and staggered entry and exit to the session advised.</li> <li>• As per government guidelines, face coverings should be worn at all times in the community centre, including during session unless covered under a 'reasonable excuse'.</li> <li>• As made clear under the 'provision of room for hirer', weather and access permitting, the windows and doors will remain open throughout the session to improve ventilation.</li> <li>• It is the hirers responsibility to enforce social distancing and safety measures once in the session</li> <li>• Hirers must ensure any social distance markings placed on the floor are easily removed at the end of the session and do not cause damage.</li> <li>• 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.</li> <li>• Hirers must remove their own rubbish from the room.</li> </ul>	3	1	3

Leaving the building	Contraction of Covid-19 Via persons or Contact with objects	LCC staff, hirer and attendees of the session	3	2	6	<ul style="list-style-type: none"> <li>All attendees must leave the building via the sign posted exit.</li> <li>Hand sanitizer is available at exit points</li> <li>All attendees to the community centre are advised to refrain from touching things where practicable.</li> <li>Hirers must use their own pen to sign out at reception</li> </ul>	3	1	3
Hires & attendees using toilet facilities	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"> <li>Facilities are regularly cleaned including high touch points, adhering to government guidelines</li> <li>Public access is restricted</li> <li>Downstairs toilets ONLY are open to hirers and users of the centre</li> <li>Hand sanitiser to use on entry and exit has been installed.</li> <li>Hand washing facilities with soap and water are also in place.</li> <li>Posters on how to wash your hands have been installed</li> <li>Social distancing signs have been installed.</li> <li>Social distancing measures within the assets have been installed e.g. some sinks, hand dryers, urinals etc have been closed off.</li> </ul>	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	<p>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 &amp; Trace <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>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.</p> <p><b>If this occurs, Hirers of the centre will be contacted and notified so they can contact their clients where necessary.</b></p>	3	1	3

Assessment Date :	Written By :	Activity : Room Hire at LCC during Covid – 19
Activity Start Date : tbc	Updated by:	Location : Various
	Signed :	
	Signed :	Date :

Copies To :		Signed :		Date :	
		Signed :		Date :	