

Kings Hill Community Centre Covid-19 Reopening Risk Assessment

Name of Community Group:	Kings Hill Parish Council	Start Date of Event:	12/04/2021
Name of Organiser:	Kings Hill Parish Council	Date of Assessment:	May 2021
Name of Risk Assessor:	Morgan Fuller	Date of Review:	June 2021

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	Employees/Customers and Hirers Displaying Covid-19 symptoms with the possibility of having the virus.	Members of Public Employees Hirers	<ul style="list-style-type: none"> Employees to notify line manager immediately if any known symptoms of Covid- 19 are experienced before their shift is due to start. If staff feel unwell during their shift, they should be sent home with immediate effect to self-isolate. If a customer or hirer either has the virus/has known symptoms or has been in contact with someone who has the virus they must not enter the building. All hirers to report any known cases within their class/group to a member of staff. If still in attendance this person/s will be asked to leave the building. 	High	<ul style="list-style-type: none"> Any known cases of Covid-19 reported by employees/customers will require complete sanitation of their desk area (if applicable), any equipment used, any other areas around the building which have come into contact including doors, handles, toilet facilities, kitchen facilities and any other areas necessary. 	Medium
2	Employees working together in building and office areas and keeping the required 1m distance.	Employees	<ul style="list-style-type: none"> 1m distance rule to be set in place as a minimum with 2m preferable. Staff advised to work from home where possible to minimise the number of staff members in at one time. Separate working space/offices where possible. 	Medium	<ul style="list-style-type: none"> Hand gels to be available in office areas. Regular cleaning throughout the day to include door handles, desks, toilets areas, doors. Each member of staff to be responsible for own working space and any areas touched. 	Low
3	Entrance access	Members of Public Employees	<ul style="list-style-type: none"> Queueing system in place for customers to wait outside building before being collected by hirer. Customers to always be escorted in and out of building by hirer. 	Medium	<ul style="list-style-type: none"> Notices to be displayed to remind customers of correct procedures. 	Low

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		Contractors Hirers	<ul style="list-style-type: none"> All entrance doors to the building open to allow minimum contact between different groups. 			
4	Cleaning of furniture (including tables and chairs).	Members of Public Employees Hirers	<ul style="list-style-type: none"> All customers to sign an Agreement Form to explain the required cleaning procedures during and after each hire. Additional cleaning regime for cleaning and caretaking staff to include all working hours to be spent cleaning in place of other ad hoc jobs. 	High	<ul style="list-style-type: none"> No caretaker set ups allowed. Cleaning checks throughout the day where possible. Extended time slots between bookings for additional cleaning. Notices of cleaning requirements displayed around building. 	Medium
5	Limiting customer/hirer contact at start/end of hire.	Members of Public Employees Hirers	<ul style="list-style-type: none"> No early arrivals to the building for both hirer and customers. Start of hire and end of hire times to be strictly adhered to as agreed with manager. Customers to be escorted in and out of building by hirer. Customers reminded not to stand in corridors whilst waiting for classes to begin. Customers to leave building as quickly as possible after class. 	High	<ul style="list-style-type: none"> Allowing small gap times between classes to avoid possible contact with other customers. 	Low

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6	Office areas to remain closed off from anyone other than staff	Employees	<ul style="list-style-type: none"> • Appointment only system set up for bookings and viewings. • No cash or cheque payments only BACS and card payments allowed. 	Medium	<ul style="list-style-type: none"> • Any customers not following guidelines will be asked to leave the building. • Any regular bookings not adhering to set policies to have any future bookings terminated with immediate effect. • Masks to be worn when dealing with customers. 	Low
7	Use of Community Centre toilet facilities	Members of Public Employees Hirers	<ul style="list-style-type: none"> • Staff toilets to be kept open and cleaned regularly. • Staff to be responsible for wiping down any touched surfaces including taps and hand dryers after each use. • Toilet facilities to be cleaned on a regular basis throughout the day by both hirer and staff. • Both staff and hirers to be responsible for cleaning procedures set. • Toilet facilities to be closed for public use. Only available for customers. 	High	<ul style="list-style-type: none"> • Signage to remind all customers of correct hand washing procedures. • Notices to remind customers to use hand gels available on arrival to the centre. • Notices displayed to advise of maximum persons allowed to access toilet areas at one time. 	Medium

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8	Use of halls/rooms	Members of public Employees Hirers	<ul style="list-style-type: none"> • Customers to wash hands for a minimum of 20 seconds following the correct procedure displayed on notices in toilet areas before accessing any halls/rooms or other areas around building. • Notices to be displayed for any cleaning requirements. • Customers to be reminded of 2m distancing guidelines. • Halls to be kept well ventilated with windows open. • No spectators allowed during classes unless absolute necessary. • Kitchen areas to remain out of use until further notice. 	High	<ul style="list-style-type: none"> • Extra cleaning to be undertaken by cleaning staff. 	Medium