

FRODSHAM COMMUNITY CENTRE COVID-19 RE-OPENING RISK ASSESSMENT

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, volunteers and contractors – Identify what work activity or situations might cause transmission of the virus and the likelihood staff could be exposed</p>	<p>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.</p>	<p>Stay at home guidance if unwell at entrance and temperature taken on entry . Staff/volunteers provided with masks,disposable aprons and rubber gloves as required. 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.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. MASKS,APRONS,GLOVES,VISORS, THERMOMETER HAVE ALL BEEN PURCHASED JULY 2020</p>
<p>Staff, contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.</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. Mental stress from handling the new situation.</p>	<p>Discuss situation with all staff/volunteers 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. Talk with staff 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. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns. SCREEN PURCHASED FOR OFFICE JULY 2020</p>
<p>Car Park</p>	<p>Social distancing is not observed as people congregate before entering premises. People drop tissues.</p>	<p>Mark out 2 metre waiting area outside entrance with tape to encourage care when queueing to enter. Entrance swept on daily basis</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Plastic/rubber gloves provided</p>

<p>Entrance Hall/Corridors</p>	<p>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.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided at entrance.</p>	<p>Hand sanitiser needs to be checked daily. Bins to be provided in entrance hall and each meeting room. Empty regularly. ADDITIONAL HAND SANITISERS HAVE BEEN PURCHASED JULY 2020. FLOOR MARKED AND ONE WAY SIGNAGE PUT UP</p>
<p>Meeting Rooms</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds.</p>	<p>Door handles, light switches, window catches blind pulls, tables, chairs and other equipment used to be cleaned by Centre cleaner daily and by Hirers as required. Social distancing to be observed</p>	<p>ANTI-VIRUS WIPES WILL BE PROVIDED IN THE MEETING ROOMS GROUND LEVEL CURTAINS REMOVED STAFF TO WEAR GLOVES WHEN MOVING FURNITURE</p>
<p>Upholstered Seating/Cushions</p>	<p>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.</p>	<p>Chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Clean metal/plastic parts regularly touched.</p>	<p>We have no chairs with upholstered arms. THE CUSHIONS HAVE BEEN REMOVED FROM THE SMALL HALL</p>
<p>Small Meeting Rooms /Office</p>	<p>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.</p>	<p>Only the ground floor rooms to be used at present for general hire. The GP room and the rear of the building will be limited to Kids Activity in September. To be reviewed</p>	<p>NO PUBLIC ACCESS TO OFFICE. CARETAKERS/BOOKING SECRETARY/PERMITTED PERSONNEL TO ENSURE EQUIPMENT IS CLEANED BEFORE AND AFTER USE</p>

Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/Crockery/Cutlery Kettle/ Boiler/Cooker/Microwave	Hirers are to control numbers using kitchen so as to ensure social distancing, Hirers to clean all areas likely to be used before use, wash,dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Soap and paper towels to be provided	Cleaning materials to be made available on one of the kitchen surfaces, regularly checked and re-stocked as necessary. NOTICE NOTIFYING USERS NOTHING SHOULD BE LEFT IN FRIDGE OVERNIGHT WILL BE EMPTIED EACH MORNING JULY 2020
Cleaners Cupboard	Social distancing not possible. Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	NO PUBLIC ACCESS MOP/BUCKET/BRUSH/SHOVEL WILL BE KEPT IN CHAIR STORE
Chair Store	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to control accessing and stowing equipment to encourage social distancing	SIGN CREATED FOR CHAIR STORE RE CLEANING OF EQUIPMENT JULY 2020
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned Consider engaged/free signage and posters to encourage hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished daily by Centre cleaner. ENGAGED/FREE SIGNS PURCHASED JULY 2020 SIGNAGE CREATED TO WIPE DOWN TOILET AFTER USE. ANTI-VIRUS WIPES/BINS PROVIDED DISABLED TOILET WILL BE USED IF SOMEONE FALLS ILL. 2 CHAIRS AND PPE FOR 2 PEOPLE WILL BE LOCATED IN THE ROOM.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Caretaker to decide frequency of cleaning.	NO PUBLIC ACCESS
Stage	Curtains, Social distancing Lighting and sound controls	Consider tying back stage curtains	STAGE CURTAINS OPENED AND NO ACCESS SIGNS ERECTED

Events	Handling cash and tickets Too many people arrive at the same time.	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 empty seats between household groups. Cash payments/donations to be handled by one gloved individual	Alternative contactless payment methods have been provided CASH PAYMENTS WILL BE DISCOURAGED AT FCA EVENTS. ENTRANCE CORRIDOR WILL HAVE BEEN TAPED AT 2 METRE INTERVALS
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