



Heene Community Association  
122 Heene Road  
Worthing, West Sussex  
BN11 4PL

T: 01903 209997

E: [info@heenecommunitycentre.org](mailto:info@heenecommunitycentre.org)

Web: [www.heenecommunitycentre.org](http://www.heenecommunitycentre.org)

## Covid-19 Secure Community Facilities Risk Assessment

Form v8: Dated 20/09/2020

**Health & Safety Representative:**  
Joanna Barden, Centre Manager

**After returning to work after the Covid-19 lockdown, Heene Community Association is following the current Government's guidance for the safe use of multi-purpose community facilities.**

**The Centre is taking all reasonable measures to minimise the risk of exposure to the coronavirus and expects all users of the Centre to apply a common sense approach to Health and Safety when using the facilities.**

**All hirers must return the Covid-19 Risk Assessment Signature Form, as confirmation hirer has read and understood the guidance.**

- Use of PPE – Face coverings/masks must be worn in all communal areas, unless attending an exercise class
  - Hygiene – Signage informing users of the Centre to use the wall-mounted hand sanitisers
- Social Distance - including 2m physical distancing or with reasonable steps and measurers in place – Floor markings in corridors
  - Fire exit doors used as an entrance or exit depending on the individual hirer and their class
    - Regular cleaning - High usage areas and anything that is frequently touched
- Potentially Collecting Contact Information – Asking all users of the Centre to add their contact details to a Track and Trace form



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	Identify Infection/ Hazard/ Subject	Who may be affected or harmed?	What are the risks?	What can be done to remove or lessen the risk?	Control measures to be applied	Who is responsible	Frequency
1	Face coverings/masks to be worn in all communal areas	Other users	Spreading germs through coughing, sneezing or through contamination	Ensure hands are washed frequently. Use tissues and dispose of in waste bins	Use the wall mounted hand sanitisers located at front entrance and corridors, café area and hall	All users	Daily
2	Queue Management Café users/ Classes using Entrances and Exit Routes	Other users	Not following guidelines with separate entrance and exit routes, which causes congestion	Signage/emails to ensure a 2 metre distancing or 1 metre using with floor markings	Email hirers to ensure compliance with social distancing	Hirers	Daily
3	Capacity in rooms/classes depending on size and circumstance	Other users	Not following social distance guidelines	Distance of 2 metres apart or at least 1 metre between chairs, tables, spaces or mats in each room	See hirer's risk assessment. Discuss with hirer maximum class number, Discuss possible alternative or one-way route	Hirer	Daily/weekly
4	Managing the arrival/departure times and allocated class times	All users	Causing congestion in the corridors by not reducing the pressure at exits and entrances	Users of the Centre must turn up at their allocated times and not arrive earlier than 5 minutes before start of class	It is the hirer's responsibility to inform their class	Hirers	Daily/weekly



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5	Birthday parties, other special parties and gatherings	Other users	Spreading germs through coughing, sneezing or through contamination	Only a maximum of 6 people to social distance in room	Ensure hirer understands and complies with the T&Cs	Hirers	Daily
6	Fitness or exercise class	Other users	Spreading germs through coughing, sneezing or through contamination by not social distancing	Groups can be larger than 6 people for fitness or exercise purposes	Ensure hirer complies with the T&Cs	Hirers	Daily
7	Educational or training class	Other users	Spreading germs through coughing, sneezing or through contamination by not social distancing	Groups can be larger than 6 people for educational or training purposes	Ensure hirer complies with the T&Cs	Hirers	Daily
8	Track And Trace	Other users	Not being able to contact all people that have come in touch with a person suffering from Covid-19	All hirers, visitors, members, customers of the Centre must sign in as part of the Track & Trace, with their contact details	The Centre stores this information securely for 21 days. If the Centre is informed of a person testing positive for Covid-19, the Centre Manager will contact NHS Test and Track	All	Daily



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<b>9</b>	<b>Communication at Office Reception window</b>	<b>Other users and staff</b>	<b>Face-to face contact risking exposure to and the spread of coronavirus</b>	<b>The office staff do not have to wear face coverings or masks</b>	<b>Using Perspex Protection screens at the reception window</b>	<b>Staff</b>	<b>Frequently during the day</b>
<b>10</b>	<b>Standing around in corridors or bumping into people</b>	<b>Other users</b>	<b>Causing congestion at pinch points and busy areas</b>	<b>A one way route system with floor markings and arrow signs in place</b>	<b>The chairs and bookcases in the corridor have been removed</b>	<b>Staff</b>	<b>Daily</b>
<b>11</b>	<b>Minimise congestion in café area</b>	<b>Other users</b>	<b>Face-to face contact, talking loud over background noise</b>	<b>Face coverings or masks are advised while queuing in the cafe</b>	<b>A screen is in place at the café counter Limiting close face to face interaction</b>	<b>Users of the centre</b>	<b>Daily</b>
<b>12</b>	<b>Toilet areas and high use areas such as doors, buttons, lift controls etc</b>	<b>Other users</b>	<b>Risk of exposure to and the spread of coronavirus by those been at the premises</b>	<b>High usage areas that is frequently touched have more regular cleaning than normal.</b>	<b>Staff to clean all contact areas more frequently using PPE equipment.</b>	<b>Staff</b>	<b>Frequently during the day</b>
<b>13</b>	<b>Children running around the Centre</b>	<b>Other users</b>	<b>Causing congestion and risk of face-to face contact</b>	<b>Signage to inform parents to keep their children close to them</b>	<b>Staff to speak to parents</b>	<b>Parent or guardian of child</b>	<b>Daily</b>
<b>14</b>	<b>Pushchairs left in the corridors</b>	<b>Other users</b>	<b>Causing a Health &amp; Safety hazard with congestion</b>	<b>Pushchairs must be locked up in the outside buggy park.</b>	<b>Signage and staff to police the corridors.</b>	<b>Staff &amp; Hirers</b>	<b>Daily</b>



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15	Using the platform lift	Other users	Space too small to social distance	Only one person or household allowed to use the platform lift at one time	Signage on door to advise users	User of the Centre	Daily
16	Using the kitchenettes	Other users	Space too small to social distance Using the cups and spoons from the cupboard increases the risk of germs	Only one person or household allowed to use the kitchenette at one time	Signage on door to advise users No tea towels left out. Hirers advised to bring in their own tea towels	User of the Centre	Daily
17	Member of staff has symptoms of Covid19	Other users in contact with staff member	Risk of exposure to and the spread of coronavirus	Stay away from the Centre until tested for Covid-19	Contact the Centre Manager	All staff	Daily
18	Hirer/clients has a temperature and/or a cough	Other users	Risk of exposure and spread of coronavirus by those who have been at the premises	Hirers advised to inform the office and stay away until feeling better. Contact people through Track & Trace	Hirers advised self- isolate, get tested for Covid-19 and return when feeling well	Hirer responsible to inform Centre Manager	Daily
19	Anyone who has visited the Centre and has been tested positive for Covid-19	Other users	Risk of exposure and spread of coronavirus by users	Contact the Centre Manager in confidence	Names will not be disclosed due to Data Protection and GDPR	All users	Daily



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20	People singing, chanting or shouting to be heard over music or loud voices	Other users	Risk of exposure to and the spread of coronavirus by shouting	Hirer advised to keep their class quieter and insist in strict social distancing in room	Improve ventilation by opening doors and windows	Hirer	Daily
21	Keeping the tables and chairs clean	Other users	Risk of exposure and spread of coronavirus by touching	Optional paper towel roll and spray will be left out in the room	Hirers to leave room as they first found it	Hirer	Daily
22	Using cleaning equipment e.g. brooms, vacuum cleaner, sprays, mop and bucket	Staff Member	Risk of exposure and spread of coronavirus by touching	High usage areas and anything that is frequently touched have more regular cleaning than normal	Staff to wipe down before/after use. Staff to wash their hands frequently and use appropriate PPE equipment	Staff	Daily
23	Using office equipment e.g. pens, calculator, telephone and handling money	Staff Member	Risk of exposure and spread of coronavirus by touching	High usage areas and anything that is frequently touched has more regular cleaning than normal	Staff to wipe down before and after each use Staff to wash their hands frequently	Staff	Daily