

Reopening the Centre after Covid-19 Lockdown
Risk Assessment Form v3 Dated 14/07/2020

Subject: Health & Welfare for Users of the Centre

After returning to work after the Covid-19 lockdown, Heene Community Association expects all users of the Centre to apply a common sense approach to Health and Safety when using the facilities.

	Hazard	Who may be harmed or at risk	Control measures to be applied
1	Spreading germs through coughing, sneezing or through contamination	Everyone using the Centre	Use the wall mounted hand sanitisers located at entrance of building, corridor, café area and upstairs corridor. Ensure hands are washed frequently. Use tissues and dispose of in waste bins.
2	People coughing and not covering up, spreading germs	Everyone using the Centre	Staff to ask anyone not complying with the guidelines to leave the building, self isolate and get checked out.
3	Somebody not complying to the H&S rules and not using the hand sanitisers	Other people who come in contact with them	Staff to ask that the instructions are complied with. Failing that, staff have the authorisation to ask person/people to leave the Centre.
4	Too many people turning up to the Centre at the same time causing congestion and not complying with the social distancing Government rules	Everyone using the Centre	Staff to regulate the flow of people into the Centre Hirers to ensure that the instructions are complied with. Failing that, staff have the authorisation to ask person/people to leave the Centre.

5	<p>Not following guidelines with separate entrance and exit routes in the Centre, causing congestion</p>	<p>Other people using the Centre</p>	<p>Users of the Centre are advised to follow government guidelines with social distancing of at least 1 metre with floor markings and arrows to instruct users/customers to follow in the corridors and café area. Staff have the authorisation to ask person/people to leave the building if users do not comply.</p>
6	<p>People signing in at arrival Track And Trace</p>	<p>Everyone using the Centre</p>	<p>All visitors/customers of the Centre must sign in as part of the Track & Trace, with their contact details, in case there is an outbreak and all users have to be contacted and informed. Staff to sign in for the hirer, so the pens are not shared</p>
7	<p>Face-to-face communication at the Office Reception window</p>	<p>User of the Centre and staff member</p>	<p>Using Perspex Protection screens at the reception window</p>
8	<p>Standing around in corridors</p>	<p>Other people who come in contact with them</p>	<p>The chairs and bookcases in the corridor have been removed. Users of the Centre are advised to keep moving in the corridors to minimise congestion.</p>
9	<p>Café customers queueing at the counter for Takeaway Refreshments.</p> <p>Café one22 will reopen from Monday 20th July 10am – 2pm.</p>	<p>Other people who come in contact with them</p>	<p>Initially, there will be no seating permitted in the café. The café will be providing a part-time takeaway service only, until further notice. A screen will be in place at the café counter.</p> <p>The garden gate entrance will be open to minimise congestion with the fire exit door used as the way out.</p> <p>Customers are advised to follow government guidelines with social distancing of at least 1 metre with floor markings and arrows to instruct users/customers where to wait to be served.</p>

10	Children running around the Centre	Other people who come in contact with them	Parents are advised to keep their children close to them at all times, unless the children are in a class.
11	Pushchairs left in the corridors causing a Health & Safety hazard with congestion	Everyone using the Centre	Signs and staff to police the corridors. Pushchairs to be locked up in the outside buggy park.
12	Too many people turning up to a room and not enough space	Other people in the room	The responsibility of the individual hirer. Management or if not, staff member to speak to the individual hirer to ensure that hirers puts procedures in place.
13	Hirer or one of their clients/students/customers has a temperature and/or a cough	Other people who come in contact with them	It is the responsibility of the individual hirer to ensure the risks to safety are minimised. Extra Covid-19 information in the T&C sent to hirers explaining that people who feel unwell should not come into the Centre.
14	Member of staff has symptoms of Covid19	Any other person in contact with staff member	Contact people who could be at risk. Due to Data Protection Act 2018 and GDPR, names can not be disclosed.
15	People showing up to want to look at rooms	Staff and the potential hirers	Need to arrange an appointment to view room. Hirers must comply with the social distancing.
16	People having to shout to be heard over music or loud voices, increasing risks of shouting and spreading germs	Other people in the room	All hirers will be advised to reduce noise levels.
17	Clean toilet areas	Everyone using the Centre	Toilet areas to be cleaned more frequently.
18	Contact points Opening doors/pressing the automatic door buttons/lift controls	Everyone using the Centre	Staff to clean all contact areas more frequently.
19	Keeping the tables and chairs clean	Everyone using the Centre	Paper roll and spray will be left out in the room for hirers to clean the furniture they are using beforehand, if they wish.

			After use staff to clean down tables and chairs ready for the next hire to use.
20	Emptying the rubbish bins	Staff Member	Staff to use protective aprons and gloves.
21	Using cleaning equipment e.g. brooms, vacuum cleaner, sprays, mop and bucket	Staff Member	Staff to use ensure that the equipment is wiped down before and after each use Use protective aprons and gloves.
22	Using office equipment e.g. pens, calculator, hole punch, stapler, remote control	Staff Member	Staff to use ensure that the equipment is wiped down before and after each use Use protective aprons and gloves.
23	Using tea towels in the kitchenettes	Everyone using the Centre	To use kitchen roll instead Ask people to bring their own cups and drinks in.