

Roecroft Centre Risk Assessment

Activity: Coronavirus (COVID-19)
 Location: Hireable rooms within The Roecroft Centre
 Assessor: Peter Worledge - Trustee
 Updated Jane Hyde Trustee

Assessment Date: 08/09/2020
 Review Date: 17/02/21

What are the hazards?	Who might be harmed and how?	What action needs to be taken to control the risks? Who is responsible for action	Comments / further action
<p>Guidelines for social distancing to control the spread of Covid-19</p>	<p>Hirers and centre users</p> <p>People over 70 People with a serious medical condition Pregnant women</p>	<ul style="list-style-type: none"> • Social distancing requirements have been calculated for all rooms in use and the Room capacity is lowered to permit safe distancing. Capacity for individual rooms are as follows <ul style="list-style-type: none"> - Room 1 - 15 - Room 2 - 10 - Room 3 – Not in use - It is recommended that only 1 people use the toilet block at any one time - Only one person is allowed in the kitchen at a time. No general access to the kitchen. • Hirers/centre users are responsible for ensuring that social distance is observed • Excess furniture will be removed to enable social distancing. • Hirer equipment is not to be stored at the facilities, with exception of large items which cannot be stored elsewhere, and only where permission has previously been received from the Trustees and in the kitchen. 	<p>Adult may be accompanying a young child.</p> <p>Access only for: Water supply/cleaning materials.</p> <p style="text-align: right;">Page1/5</p>

		<ul style="list-style-type: none"> • Government guidance requires that centre users should use hand sanitisers on entering and leaving the building. This may mean that there may be queues at the entrance and on leaving to allow time for sanitising. Queueing should be at a 2-metre distance. 	
<p>Cleaning to prevent transmission of Covid-19 to others</p>	<p>All</p>	<ul style="list-style-type: none"> • At the end of the session, the centre users/hirers will be responsible for cleaning all surfaces which have been used during their session, so that the centre is ready for the next group. Hirers should allow adequate time for this • Sessions will be booked to allow time for cleaning. • Cleaning toilet. Centre hirers and users are responsible for ensuring that wash hand basins, toilet flush handles, taps and soap dispensers are wiped clean; cleaning equipment such as wipes, gloves, cloths, and cleaner will be provided. • Paper towels for hand drying will be provided • Hand sanitiser will be provided at the entrance of the building and at other places such as washrooms /toilets and kitchen • Signs and posters to build awareness of value of good handwashing technique and 	<p>The cleaner will undertake to be responsible for ensuring provision of sanitiser, cleaning equipment, bin liners, paper towels etc. Hirers to inform the booking secretary if any of these has run out.</p> <p style="text-align: right;">Page 2/5</p>

		<p>measures to prevent the spread of infection</p> <ul style="list-style-type: none"> • Care must be taken in the disposal of paper towels and wipes as these may carry infection. Bins will be provided • General cleaning will be continued and may need to be increased to deal with risks of infection. 	<p>Current guidelines state that frequency of cleaning should be increased, and if a centre user develops covid-19 premises should be thoroughly cleaned. In addition, should someone connected with Roecroft (hirer, trustee, volunteer or centre user) develop Covid-19 we may be required to clean the premises thoroughly (deep clean)</p>
<p>Personal Hygiene and face coverings</p>	<p>All</p>	<p>Hand washing or sanitising is seen as the most effective way (with social distancing) to prevent transmission of Covid-19.</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water will be available in the toilets. • Frequent and proper hand washing is encouraged for all hirers and their attendees, and appropriate signage to be displayed accordingly www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Government Guidance requires that face coverings are worn in the building, except for some activities and for those people who have difficulty in wearing these.</p> <ul style="list-style-type: none"> • It is the responsibility of hirers to ensure that group members wear face coverings appropriately when in the building • Single use disposable masks should be 	<p>Page 3/5</p>

		taken home or placed in the bins provided.	
Prevention of infection by droplet transmission	All	<ul style="list-style-type: none"> • It is the responsibility of hirers to ensure that noise levels do not encourage people to shout or sing, or to raise their voices unduly. • No bookings will be accepted for parties • Ventilation is important to the prevention of droplet or aerosol transmission of Covid-19. Hirers and centre users are responsible for ensuring that doors and windows are kept open as much as possible. 	
NHS Test and Trace	Hirers and centre users	<ul style="list-style-type: none"> • Hirers are responsible for taking contact details (name and telephone number or email) of their attendees, as per NHS test and trace www.gov.uk/guidance/nhs-test-and-trace-how-it-works • Information is to be kept for minimum of 21 days and if required will be passed to NHS Test and trace • People should be encouraged to log in using the QR code where possible. 	Trustees have the right to refuse entry to anyone refusing to give this information
Duty of care to Trustees and Volunteers	Trustees and volunteers	<ul style="list-style-type: none"> • When resuming invoicing for hall hire, bookings are to be paid electronically by bank transfer, or other cash free method. • It should not be assumed that all volunteers are happy to continue their work if the current pandemic continues. 	Page 4/5

			Risk assessment for people involved in dealing with general public, cleaning and maintenance.
General concerns Information to centre users Health of hirers and centre users		<ul style="list-style-type: none"> • Hirers are responsible for ensuring that attendees at their session know, understand and comply with the conditions of hire • Hirers are responsible for ensuring that attendees understand that if they or anyone in their household has symptoms of Covid-19, they must not attend • Hirers are responsible for notifying anyone who develops symptoms within 7 days of visiting the centre, they must notify NHS test and trace and the Trustees. 	Page 5/5

Guidance used in production of this document includes:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

www.gov.uk/guidance/nhs-test-and-trace-how-it-works

DATE	COMMENT
07/09/2020	Original document produced
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