

Risk Assessment For Hexham Community Centre - Coronavirus Reviewed 22<sup>nd</sup> July 2020

Ratings: H-high, M-medium, L-low.

Hazard	Risk	Rating	Existing Control Measures	Rating	Additional Action
Staff	May have CV	H	<p>Staff are not to come into work unless fully fit.</p> <p>Staff are under obligation to declare any symptoms they may have.</p> <p>Staff with symptoms must go / stay home and isolate for 14 days or until the return of a negative CV test – this must be proven before they can be admitted back into the building.</p> <p>Staff must sign in and out and update their contact details.</p>	L	Put out signing in sheets
People who work in the Centre	May have CV	H	<p>People who work in the centre are told they may not enter the building if they have any symptoms, no matter how mild.</p> <p>People who work in the building are asked to limit their movements as much as possible and to track which areas they have accessed during the day.</p> <p>If people who work in the building are taken ill during the day they must leave the building as quickly as possible and tell staff they are ill.</p> <p>People who work at the centre must sign in and out and leave a contact phone number with us so we can call if we perceive they have been in the vicinity of CV.</p>	L	<p>Signing in sheets</p> <p>Phone number collection</p>
Centre Users	May have CV	H	<p>A sign is posted at the entrance listing CV symptoms and asking anyone who has those symptoms or who has been in contact with anyone who has those symptoms to stay out of the building.</p> <p>Groups must be booked and the maximum amount of people intending to come declared at point of booking</p> <p>Group leaders are asked to sign in and out.</p> <p>Group leaders will take a register of their group users.</p>	L	<p>Register sheets for each group with phone number collection box</p> <p>Phone number collection for each group leader</p>

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			<p>Groups are limited to 30 people max including leaders.</p> <p>Group leaders will request the phone number of each group user to be kept for 21 days after the end of the session – to be used for track and trace.</p> <p>Each group should have their own risk assessment.</p>		
Reception Area	Anyone may wander into this public building	H	<p>People are directed to the sign by the door as above.</p> <p>Hand gel is provided at the door.</p> <p>People who do not work in the building are asked to wear masks while they move around the building.</p> <p>Masks are provided at the reception desk.</p>	L	<p>Hand sanitizer</p> <p>Masks placed at door</p> <p>Posters in entrance</p>
Halls		H	<p>Halls are set up using minimum furniture.</p> <p>Only hard plastic chairs to be used.</p> <p>Furniture should be placed so that people sit in household groups and distance from each other.</p> <p>Hall numbers are now restricted to 20 in Hall 1, 30 in Hall 2 and 12 in a meeting room to allow for social distancing.</p> <p>Halls are cleaned after each use and ample time given between each booking to ensure time is given for the cleaning of hall, kitchen and toilets.</p> <p>Areas of building use are allocated to groups.</p> <p>A group using Hall 1 may access the hall, the kitchen and the ground floor toilets.</p> <p>A group using Hall 2 may access the hall, the kitchen and the 1<sup>st</sup> Floor toilets.</p> <p>A group using the meeting room may access the meeting room and the disabled toilet on the second floor.</p>	L	<p>Posters of CV and area usage in halls</p> <p>User group checklist</p>

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Stairs	People pass each other, touch hand rails etc in stairwells	H	Hand-rails are wiped down twice a day. Groups told to arrive promptly and leave promptly so all stair traffic will be either going up or coming down at the same time.	L	Hazard checklist
Lifts	People in close proximity in the lift	H	The lift will only be used by 1 person or a household group at a time. Lift buttons and hand rail wiped min twice per day	L	Sign in lift. Sign in front of lift Hazard checklist
Toilets	Toilets are for public use	H	Staff and Hall 1 to use ground floor Hall 2 to use 1 <sup>st</sup> floor Office users to use toilet in protected corridor on floor 2 Public and Disabled Office users to use disabled toilet on floor 2 Toilets are cleaned daily and after each group.	L	User group checklist Hazard checklist
Kitchens	For use by groups	H	No more than 2 people per kitchen Kitchens to be cleaned after each use	L	Sign in kitchens User group checklist
Playgroup	Small children No social distancing	H	Are using a separate entrance, use halls exclusively. Clean halls after use Separate toilets. Playgroup have their own risk assessments	L	
Someone falls ill in the building	Contamination of the building	H	Person is removed to reception area to await collection. Staff attending will wear PPE. All other centre users will be diverted out of the building using other exits. People the sick person has been in contact with will be sent home to isolate for 14 days. All areas sick person has been in will be evacuated and deep cleaned. The outbreak will be reported under RIDDOR and advice by Public Health England will be adhered to.	L	User group checklist

