

Crowthorne Parish Council COVID-19 Risk Assessment for re-opening the Parish Hall and conference rooms – Applicable to all bookings after 25 July 2020.

This risk assessment was updated on 8 August 2020 to reflect government guidance relating to the requirement to wear a face covering in a community centre.

This risk assessment was updated on 23 September to reflect government guidance relating register with the NHS test and trace scheme and display QR codes and the government's 'Rule of 6'.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government, professional bodies and local authorities.
3. Facility users and hirers are required to ensure they comply with the risk mitigation/minimisation measures contained within this document as a condition of attending their activities on site.
4. The risks identified as the responsibility of the hirer and/or their groups/activity participants transfer to the person responsible for compliance with the risk assessment measures at the activity for the duration of their hire activity.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff and contractors	<p>Cleaning or touching surfaces infected by people carrying the virus.</p> <p>Disposing of potentially contaminated waste e.g. tissues and cleaning cloths.</p> <p>Prolonged face to face interaction between staff, contractors and a member of the public with Covid.</p> <p>Staff who are either extremely vulnerable or over 70.</p> <p>Mental stress from handling the new situation.</p>	<ul style="list-style-type: none"> • Wearing a face covering - Government guidance requires that 'you must wear a face covering in indoor settings.....including community centres'. <p>You are therefore expected to wear a face covering before entering The Parish Hall and conference rooms and must keep it on until you leave unless there is a reasonable excuse for removing it.</p> <p>In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.</p> <p>This includes (but is not limited to):</p> <ul style="list-style-type: none"> - children under the age of 11 (Public Health England do not recommended face coverings for children under the age of 3 for health and safety reasons) - people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability - employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer 	<ul style="list-style-type: none"> • Staff and hirer 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. • Staff and contractors who have worked on the same day in close proximity will need to be informed 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/contractor/member of public agrees it can be shared. • It is important people know they can raise concerns.

		<p>service) - although employers may consider their use where appropriate and where other mitigations are not in place, in line with COVID-19 Secure guidelines</p> <ul style="list-style-type: none"> - police officers and other emergency workers, given that this may interfere with their ability to serve the public - where putting on, wearing or removing a face covering will cause you severe distress - if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate - to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity <ul style="list-style-type: none"> • Basic masks have been issued to cleaning/caretaking staff. • All surfaces which are frequently touched should be cleaned regularly using standard cleaning products. • Cleaning and caretaking staff have been issued with PPE (gloves and aprons) as set out in the <u>Government guidelines</u> for cleaning in non health care settings. • The key points from this guidance for the extra cleaning required if someone is taken unwell on the premises with a suspected case of Covid 19 are: <ul style="list-style-type: none"> - cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people - wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, labelled, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the 	
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		<p>cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces and door handles</p> <ul style="list-style-type: none"> - wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning • Ongoing dialogue with staff concerning H&S measures to be followed and enhanced cleaning regimes to be carried out • Stay at home guidance if unwell at entrance and in Main Hall. • Staff advised to wash outer clothes after cleaning duties. • Consider use of contract cleaners to deep clean facilities in line with PHE requirements if C-19 outbreak traced to CPC's facilities. • Ongoing reminders of the need for staff, contractors and visitors to observe social distancing guidelines of 2m without mitigation or 1m + with other mitigation. Display of posters around venue as reminder. • Discussion with staff in the extremely vulnerable/shielded category concerning whether or not to attend work for the time being. Seek advice from ACAS or HALC/BALC/NALC HR advisers if required. • Stay at home guidance if unwell at entrance and in Main Hall. • Provide screen for any reception office for face to face interactions with the public. • Talk with staff regularly to see if arrangements are working. • Encourage a climate of mutual respect particularly around those choosing to wear face coverings when it is not mandated. <p>Update 23.9.20</p> <ul style="list-style-type: none"> • Contractors, Councillors, the public, hirers and visitors to Parish Council facilities in community buildings must either 	
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		<p>scan in using the NHS test and trace QR code at the entrance to the building or complete a test and trace form and post it into the box provided by the entrance. These slips will be retained in line with the CPC NHS test and trace privacy notice and destroyed after 21 days.</p> <ul style="list-style-type: none"> • Staff to register their attendance on site in the staff log in the Clerk's Office. 	
Car Park/paths/exterior areas (all users)	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing. People drop contaminated waste.</p>	<ul style="list-style-type: none"> • Encourage staggered start times and void periods between bookings to avoid overlap of hirers leaving and arriving. This also allows time for adequate cleaning of high touch areas between hire sessions. • Cleaner asked to check area outside doors and remove rubbish which might be contaminated, e.g. tissues, masks, gloves. Wear plastic gloves and remove. • Display posters to remind of need to dispose of all masks, gloves, tissues etc. in the general water/litter bins. 	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate for a period of time or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
Entrance hall/lobby/corridors (all users)	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<ul style="list-style-type: none"> • Stay at home guidance if unwell at entrances. • Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance corridor area. Consider a one-way system and provide signage. • Encourage staggered start times and void periods between bookings to avoid overlap of hirers leaving and arriving. This also allows time for adequate cleaning of high touch areas between hire sessions. • Ongoing reminders of the need for staff, contractors and visitors to observe social distancing guidelines of 2m without mitigation or 1m + with other mitigation. Display of posters around venue as reminder. • Door handles and light switches to be cleaned regularly. • Hand sanitiser to be provided by main entrance. 	<p>Hand sanitiser needs to be checked daily.</p> <p>Stay at home if unwell, hand washing/sanitising and social distancing posters</p>
Main Hall and rear	High touch areas -door	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chairs 	CPC to provide a check list for

<p>conference rooms (all users)</p>	<p>handles, light switches, tables, chairs.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Adequate ventilation.</p> <p>Social distancing to be observed.</p> <p>Someone falling ill on the premises with Covid symptoms.</p> <p>Teacher/instructor teaching at multiple venues inadvertently spreading the virus when asymptomatic.</p> <p>Some other emergency (first aid, fire etc) occurring during a session.</p>	<p>and other equipment used to be cleaned by hirers before and after use. Hirers to receive 30minutes before and after bookings free of charge to undertake cleaning. Hirers not wishing to undertake cleaning may request CPC to engage a contract cleaner and the hirer must pay all the costs associated with this. CPC will only facilitate such a hire if it is able to source cleaning contractors.</p> <ul style="list-style-type: none"> • Hirers must sign a check sheet confirming they have undertaken the necessary pre-hire and post-hire cleaning to ensure that participants at their activity, and staff and hirers using the facilities after the hiring group, are assured that Covid secure cleaning has been undertaken in line with this risk assessment and the hirer special terms and conditions. • Do not allow use of any cushioned chairs. • Social distancing and face covering guidance to be enforced by hirers during their activities. • Hirers to ensure maximum capacity imposed by CPC for the hire purpose is not exceeded:- <ul style="list-style-type: none"> - Parish Hall main hall and stage for <u>exercise classes</u> maximum numbers including the teacher 14 with roughly 3 metre social distancing i.e. 12 on hall floor & 2 on stage. - Parish Hall main hall and stage for <u>seated groups not exercising</u> maximum numbers including the teacher 26 i.e. 23 on hall floor & 3 on stage with no less than 2 metre social distancing. - Parish Hall upper conference room maximum number 3 for any type of activity. - Parish Hall lower conference room maximum number 4 for any type of activity. • Hirers are strongly encouraged to lay the hall out in accordance with the spacing depicted in the photographs attached to ensure adequate social distancing. <p>Update 23.9.20</p>	<p>signature by hirers confirming that cleaning by hirers is undertaken before and after their hire activity.</p> <p>Cushioned chairs to be put out of bounds.</p> <p>Hirers to provide hand sanitiser in main hall for use during their sessions.</p> <p>CPC to provide hand sanitiser at main entrance.</p>
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		<ul style="list-style-type: none"> • Hall and conference room hirers and visitors to follow the government's Rule of 6. There is a strict limit on group sizes (if people attend in groups) and those attending should not mingle between groups. Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, i.e. mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions. • Hirers to ensure their group/activity participants are aware of the requirements of the risk assessment and that it is followed. • Hirers and activity participants to be encouraged to wash/sanitise hands regularly. • The main entrance door to the Parish Hall and inner lobby door, hall and kitchen windows MUST be open for the duration of hires to ensure good ventilation. Pre-school are permitted to keep the main and lobby door closed for safeguarding purposes. • Instructors/hirers working at multiple sites must inform Crowthorne Parish Council of the number of venues and classes taught elsewhere, and the venues visited, in order that CPC can monitor any outbreaks elsewhere to safeguard its facility users. • Hirers must keep a register of all participants at each session including full name, address, phone and email to enable the NHS to operate the track and trace process. Such registers must be kept for 21 days and all data collected must be stored and disposed of securely in accordance with GDPR provisions. 	
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		<p>community centres’.</p> <p>You are therefore expected to wear a face covering before entering The Parish Hall and conference rooms and must keep it on until you leave unless there is a reasonable excuse for removing it.</p> <p>In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.</p> <p>This includes (but is not limited to):</p> <ul style="list-style-type: none"> - children under the age of 11 (Public Health England do not recommended face coverings for children under the age of 3 for health and safety reasons) - people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability - employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer service) - although employers may consider their use where appropriate and where other mitigations are not in place, in line with COVID-19 Secure guidelines - police officers and other emergency workers, given that this may interfere with their ability to serve the public - where putting on, wearing or removing a face covering will cause you severe distress - if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or 	
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		<p>facial expressions to communicate</p> <ul style="list-style-type: none"> - to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity <p>Staff and children attending the pre school setting at the Parish Hall are subject to a separate risk assessment which does not require the wearing of face coverings.</p> <p>Update 23.9.20</p> <ul style="list-style-type: none"> • Contractors, Councillors, the public, hirers and visitors to Parish Council facilities in community buildings must either scan in using the NHS test and trace QR code at the entrance to the building or complete a test and trace form and post it into the box provided by the entrance. These slips will be retained in line with the CPC NHS test and trace privacy notice and destroyed after 21 days. • Staff to register their attendance on site in the staff log in the Clerk's Office. 	
<p>Kitchen/isolation facility. (all users)</p>	<p>Social distancing more difficult particularly at serving hatch.</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>The kitchen facilities and rear kitchenette are not available to hirers for use as a kitchen at present.</p> <p>Hirers should only enter the kitchen/kitchenette to:-</p> <ul style="list-style-type: none"> - open kitchen windows for ventilation, or - access the First Aid box which is stored on the wall, or - to use as an isolation facility for anyone who develops symptoms of Covid 19 whilst on site. <p>If using the room as an isolation facility, please follow the procedures set out.</p>	<p>Designate kitchen and rear lobby/kitchenette as isolation facility until further notice.</p>

Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Chair and table store (all users)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<ul style="list-style-type: none"> Hirers who require the use of chairs and tables must use the plastic chairs and the trestle tables stored on site. Fabric chairs must not be used. Hirers are responsible for ensuring social distancing in this area. Hirers must wipe down chairs and tables before and after use. 	Parish Hall caretaker to remove fabric chairs from conference rooms and replace with plastic chairs.
Toilets (all users)	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<ul style="list-style-type: none"> Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Strict one person rule with one out for all toilet facilities (ladies, gents and disabled) in the main hall, entrance hall and rear lobby. The disabled toilet facilities may be used by non-disabled visitors to ensure that queues for toilets are kept to a minimum and to promote social distancing. Posters with one in one out rule displayed. Hirer to clean all touch surfaces (taps, hand drier buttons, toilet flush and seat, door handles and locks) before and after their hire session, and between sessions if teaching more than one class. Hand washing poster education to be displayed at sinks. 	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p> <p>One person rule posters.</p> <p>Handwashing posters.</p>
Stage	Social distancing Hand rail cleaning	Hirers may use the stage as part of their hire (see capacity details and social distancing provisions above). If the stage is used, the hirer must wipe down the hand rail to the stage before and after hire sessions.	
Participant payment for activities	Handling cash and tickets Too many people arrive	<ul style="list-style-type: none"> Organisers arrange online systems and cashless payments as far as possible. Hirer to provide hand sanitiser at pay station if taking payment during the session. Hirer to ensure that maximum capacity for activity hire is not 	

		exceed and that excess participants are turned away.	
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Suggested Parish Hall layout for **non-exercise class hirers**

(capacity 26 including the group leader) = 23 on main floor and 3 on stage.



Suggested Parish Hall layout for **exercise class hirers**

(capacity 14 including the group leader) 12 on main floor and 2 on stage.

