

**3<sup>rd</sup> August 2020 Re-opening after Covid-19 Risk Assessment  
Bedhampton Community Centre**

**Version 1.6**



This Risk Assessment document is for everyone present in the centre, whether they are hirers, staff, trustees, volunteers or visitors.

It is to ensure everybody's safety against the spread of Covid-19.

For hirers, they must agree to follow this Risk Assessment document before signing the addendum to their terms and conditions.

Any questions can be directed by email to [office@bedhamptoncommunity.org](mailto:office@bedhamptoncommunity.org) or by telephone on 07933 157815.

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<b>Activity or Situation that may cause transmission of virus</b>	<b>Who is at risk?</b>	<b>Likelihood of exposure</b>	<b>Action to remove or control risk</b>
Being in contact with an infected person or carrier	All present in the centre	High	<ul style="list-style-type: none"> <li>- Keep to 2m distancing</li> <li>- Wear PPE where necessary</li> <li>- Use tape barriers, signage and doors to maintain social distancing measures</li> </ul>
Touching infected surfaces such as door handles, light switches and other surfaces in use	All present in the centre	High	<ul style="list-style-type: none"> <li>- Clean surfaces every morning (by cleaner)</li> <li>- Have anti-bacterial spray available for all to use throughout the day</li> <li>- Encourage hirers to bring their own cleaning products and for their groups to use them</li> </ul>
Sharing resources such as toilets, tables, chairs, computers and the kitchen	All present in the centre	High	<ul style="list-style-type: none"> <li>- Only the disabled toilet open for centre users</li> <li>- Closing the kitchen to hirers</li> <li>- Asking hirers to wipe down chairs and tables used after use with anti-bacterial spray</li> <li>- Giving initial groups back their own labelled table to use to prevent cross-contamination</li> <li>- One PC per person/no desk-sharing in the office, with wipes and anti-bacterial spray available to clean office surfaces</li> <li>- Kitchen and office cleaned daily</li> </ul>



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Being in an enclosed space, such as the office or store rooms	Staff, trustees and volunteers	Medium	<ul style="list-style-type: none"> <li>- Ensure 2m social distancing is maintained</li> <li>- Wear masks if 2m distance cannot be maintained</li> <li>- Reducing the numbers of people on site to essential only</li> </ul>
Hirers not adhering to hygiene practices	All present in centre	High	<ul style="list-style-type: none"> <li>- Hirers need to provide and use anti-bacterial products as part of their updated Terms and Conditions</li> <li>- They are responsible for their participants as part of their updated Terms and Conditions</li> <li>- If they do not follow hygiene practices, we will cancel their bookings</li> <li>- We will provide hand gel throughout the open areas of the centre</li> </ul>

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All staff and trustees being back in the centre	Staff and trustees	Medium	<ul style="list-style-type: none"> <li>- Reduce numbers in office, keep to minimum manageable</li> <li>- Wearing appropriate PPE if needed</li> <li>- Regular cleaning of shared surfaces with anti-bacterial spray</li> </ul>
Volunteers coming to the centre to resume duties	All at the centre	High	<ul style="list-style-type: none"> <li>- This is not currently appropriate; regular activities are not running and additional help is not needed – contact will be maintained via newsletter, email and phone</li> </ul>
Public coming into the office	Staff and trustees	High	<ul style="list-style-type: none"> <li>- Clearly taped safe-distance zone marked outside of the office door</li> <li>- Signage on door advising people to knock and move back if they need to contact someone in the office</li> <li>- Door to remain closed when the public are in the building</li> <li>- PPE on hand to use if urgent help is needed</li> </ul>
Public loitering in the centre	All present in the centre	Medium	<ul style="list-style-type: none"> <li>- Clear signage to advise people to attend the activity they have arrived for</li> <li>- Signs on the doors asking people to wait in their cars until the start of their session</li> <li>- Entrance and Exit through the main hall only for public</li> </ul>



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Public with additional needs not adhering to centre rules	All present in the centre	Medium	<ul style="list-style-type: none"> <li>- Staff and trustees to be locally sensitive – clearly state what you want the person to do and why you want them to do it (eg. Please take a step back because I am socially distancing due to Covid-19)</li> <li>- If necessary, ask the person to leave, reiterating why clearly and politely</li> <li>- Use PPE if needed to show them out of the building, maintaining social distancing of 2m</li> <li>- Close the office door to protect yourself if needed</li> </ul>
Public using the wrong doors for their classes	All present in the centre	Low	<ul style="list-style-type: none"> <li>- Provide clear signage</li> <li>- Encourage hirers to inform their participants in advance</li> <li>- Keep main entrance door on exit-only to prevent entry</li> </ul>
People becoming symptomatic whilst on the property	All present in the centre	Medium	<ul style="list-style-type: none"> <li>- Clear signs instructing people to safely and socially distanced inform their group leader</li> <li>- Group leader to safely and socially distanced inform the office</li> <li>- Person to leave the premises, or if needed be placed in the lounge until they can be collected/ambulance called. Any tissues, bowl for handwashing and cleaning cloths that have been used in this area with the symptomatic person need to be double bagged and left for 72 hours before being disposed of.</li> </ul>



			<ul style="list-style-type: none"> <li>- Group to leave the premises as soon as possible and be informed a person is symptomatic of Covid-19</li> <li>- Hirer to thoroughly clean all equipment used using appropriate PPE</li> <li>- Centre Cleaner to use appropriate PPE when cleaning the next day</li> <li>- If person has a positive Covid-19 result, teacher to provide contact details to Track and Trace service.</li> </ul>
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Emergency First Aid Needed	All present in the centre	Low	- As per HSE Guidelines, no rescue breath (mouth-to-mouth) to be used in CPR or airways management
Contact details required by Track and Trace	All present in the centre	Low	- Hirers should provide pens and paper to record their participants and keep it securely for 25 days afterwards
Too many people in the centre for safety	All present in the centre	Low	<ul style="list-style-type: none"> <li>- Keep to new room capacities (Maximum of 16 in the main hall)</li> <li>- Ensure your groups are keeping to marked areas, using correct doors, arriving and leaving promptly and on time, and following all of the above advice on this risk assessment sheet</li> <li>- Only main hall is available for hire at the moment</li> </ul>



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Public turning up to the centre with symptoms	All present in the centre	Medium	- Have signs on all of the entrances telling people not to come in if they are displaying any signs of illness, and encourage them to ring 111 or their GP for more information
Centre users unsure of what PPE to wear	All present in the centre	Low	- No enclosed spaces are being used at the centre without a 2m distancing rule in place, therefore no PPE is ESSENTIAL, however people may choose to wear PPE if they are queuing for the toilet, queueing to enter the building, cleaning, or assisting somebody. The PPE they choose to wear must be appropriate for the situation, such as a mask, gloves or apron.
<b>Activity or Situation that may cause transmission of virus</b>	<b>Who is at risk?</b>	<b>Likelihood of exposure</b>	<b>Action to remove or control risk</b>
Virus spread through air ventilation system	All at centre	Low	- Our main hall ventilation system brings air in from outside and circulate it upwards rather than throughout the centre, however groups are encouraged to open all of the doors to allow fresh air to flow, thereby cutting out the electricity supply/air circulation in the main hall