

# CODDINGTON COMMUNITY CENTRE

## Covid 19 Risk Assessment for Coddington Community Centre

Updated on July 29<sup>th</sup>, 2021.

This COVID-19 Risk Assessment has been carried out in consultation with Coddington Community Centre employees (as per HSE guidance).

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Cleanliness of centre and equipment, especially after other hires.</p>	<p>Other hirers or centre cleaner have not cleaned centre or equipment used to standard required. Our group leaves centre or equipment without cleaning.</p>	<p>Site Manager to clean the centre regularly including weekly fogging/more regularly if large number of users have been in.</p> <p>All regular users to clean all surfaces touched by their group at the end of their session.</p> <p>Everyone advised to wash outer clothes after cleaning duties.</p> <p>Stay at home guidance if unwell at entrance.</p> <p>Clear terms and conditions for users.</p> <p>Centre users to wear masks when in contact with Coddington Community Centre staff. *</p>	<p>Daily and weekly checklists/fogging log for Site Manager.</p> <p>Checklist/log sheet or users for cleaning at the end of their hire.</p> <p>* unless exempt</p>
<p>Managing Social distancing especially for people attending who may be vulnerable.</p>	<p>People do not maintain social distancing. People who attend in groups mingle or mix with other groups, which may worry them. Risk of virus spread to those</p>	<p>Group leader to advise all attending they should observe social distancing as far as possible and use the one-way system. Limit numbers using toilets at once. Advise those in</p>	<p>Ask people to BYO food and drink. Allow older people time to use toilets without others present. Avoid raised voices or loud music. Avoid "crowded" dancing or activities.</p>

	attending whole activity, instead of a small group.	groups of the need to avoid mingling with others they do not usually meet. Advise to wear masks.	
Respiratory hygiene	Transmission to or from other members of group/staff/centre.	Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. Face coverings to be worn in confined areas or with vulnerable people.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used at end of hire.
Hand cleanliness	Transmission to or from other members of group/staff/centre.	Advise group to use sanitiser on entering and exiting the centre, to wash hands regularly using soap and paper towels.	Posters to encourage 20 second hand washing.
Equipment/Cash handling	Covid 19 transmission	Organisers arrange online systems and cashless payments as far as possible.  Users to clean equipment after use.	
Someone falls ill with Covid 19 symptoms	Transmission to or from other members of group/staff/centre.	Follow centre instructions. Move person to safe area, obtain contacts, inform Clerk/Site Manager.  Staff/volunteers provided with protective overalls and plastic or rubber gloves.  Staff given <u>PHE guidance</u> and PPE for use in the event deep cleaning is required.	

<p>Covid transmission at Coddington Community Centre</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p> <p>Limited numbers* in the building:</p> <p>Main Hall 80 Jubilee Room 27</p>	<p>Pinch points and busy areas: lobby, foyer, corridor, toilets. Mark out 2 metres spacing in entrance area. One-way system and clear signage.</p> <p>Door handles and light switches to be cleaned daily.</p> <p>Hand sanitiser is provided at the entrance, Jubilee Room, and main hall.</p> <p>Only 2 people in the kitchen at any one time to ensure social distancing, especially for those over 70.</p> <p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p>	<p>Hand sanitiser checked daily and topped up. Empty all bins daily.</p> <p><b>* All regular users must have their own Covid-19 risk assessment for their activity at Coddington Community Centre.</b></p> <p>Risk Assessment must take into the consideration the activity being done and the hirer to decide on numbers based on their activity.</p> <p>Examples: 1. If lots of space is being taken for a stage/equipment it is recommended the numbers attending are reduced. 2. If exercise is being done, it is recommended numbers are reduced significantly.</p>
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**Risk Assessments undertaken by Clerk**

**July 2021**