

Denmead Community Centre – Re-opening after Coronavirus Closure

Plans / Risk Assessment and Procedures – Dated 26th July 2020

This document is to be reviewed at monthly intervals / or if the centre is closed at short notice due to other circumstances.

The Trustees of the Denmead Community Centre (DCC) met on July 8th to discuss and agree the plans for re-opening the Centre in line with government guidance and what we believe to be achievable as a Centre ourselves. The primary objective being to ensure that when we open again we have implemented all procedures and procured PPE and cleaning supplies sufficient to ensure the safety of all our Staff and Users and have done all we can to minimise the risks associated with opening, considering Gov guidelines. The following documents were referenced during this discussion :

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

<https://acre.org.uk/cms/resources/appendix-f-covid-19-risk-assessment-for-community-halls-15.6.20.pdf>

<https://acre.org.uk/news/2020-06-17-practical-information-to-help-village-halls-reopen-published-by-leading-rural-charity>

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

Outline Plans & Principles :	Notes
1) the timeline for re-opening the DCC is as follows :– July = Centre is closed. (<i>except for Pre-School who provide a key support service</i>). August = Limited bookings accepted. September = Centre Open	Agreed
2) required PPE and cleaning products will be assessed, ordered and stocked before opening. To include – sanitising hand gel, gloves, anti-bacterial sprays & wipes, face masks/shields, paper towels and re-stocked as needed. Additional pedal bins will be procured for Covid-19 type waste products.	Completed e.o.July
3) the Centre will be ‘deep cleaned’ during the last week of July.	Done

<p>4) It will not be possible for the DCC to clean rooms before or after every User meeting, this responsibility must be supported and undertaken by the Users themselves.</p> <p>We believe it best for Users to do this cleaning ‘before’ use (<i>rather than after</i>). We will allow Users 15 minutes (free of charge) prior to their booked time, in order to do this.</p> <p>Whilst the DCC will provide some cleaning products, we also expect that Users will provide their own PPE... incl, hand sanitiser, masks, anti-bac wipes for cleaning equipment and surfaces.</p>	
<p>5) Staff will be supplied with all necessary (<i>and requested</i>) PPE.</p>	
<p>6) The use of masks will be required by ALL persons, in the ‘common areas’ (<i>i.e. entrance, hallways, toilets, etc</i>)</p>	
<p>7) Advisory signs and posters will be hung in all areas. (<i>i.e. distancing, hand sanitising, face masks, etc</i>).</p>	
<p>8) Kitchens are seen as high risk areas so will be closed for the foreseeable future. Users will be advised to bring their own refreshments. <i>Exception being the Ella Bendall kitchen when Pre-School return in Sept.</i></p>	
<p>9) Toilets will be open, to one person at a time.... we will clean at least once a day, but then users will be expected to clean any areas/surfaces they have touched before leaving the toilet. (<i>using products provided</i>).</p>	
<p>10) all materials/products on worktops and surfaces will be removed and stored to enable easier cleaning.</p>	
<p>11) User hiring agreements will be updated to show new responsibilities with regard to : Cleaning, ensuring their own Covid-19 procedures and adherence to any DCC procedures required.</p> <p>It will made clear that once onsite the responsibility for staying safe is theirs and that they must adhere to DCC and their own procedures to ensure their and the Centres safety.</p>	
<p>12) a separate room/area is to be allocated as a safe area in the event that anyone showing Covid-19 symptoms needs to be isolated.</p>	

RISK ASSESSMENT and MITIGATIONS

Area of Risk	Risk Identified	Actions by DCA to mitigate Risks	Actions by Hirers to mitigate Risks
Cleanliness of overall Community Centre prior to re-opening.	Having been closed for 4 mths the risk is seen as Low. However a full and deep clean would be appropriate.	During the last week of July the DCA staff have performed a deep clean and sanitisation of all areas.	None required.
Cleaning regime when Centre is open again.	Any room may be used multiple times in a day. It will be a challenge for them all to be cleaned and sanitised prior to any User activities. Risk assessed as High.	The DCA will thoroughly clean rooms at the start of each day. Users will have to be responsible to clean the environment they will be using, before use. We will provide some cleaning products and guidance on how best to clean. We will also allow 15mins at the start of each booking for this purpose.	For their own safety, users must accept that they need to do some cleaning prior to starting their activity. They should also provide their own Masks, Hand Sanitiser, and Disinfectant wipes.
People entering the facility may not follow our Covid-19 guidelines.	We believe our Users to be sensible and mature enough to follow the guidelines, therefore risk is identified as Low.	We have installed many notices/signs explaining our guidelines, from 'social distancing' to 'hand sanitisation' to 'wearing masks' etc. Additionally our User agreement has been updated to explain what User Groups will be expected to do when using the facility.	Follow guidelines as explained in the Centre and on User Agreement.
Toilets (<i>common areas</i>)	Difficult for social distancing and ongoing cleanliness is a problem. Assessed as a high risk area.	Our own staff will deep clean at start of day and a second clean may be done later in the day. We are implementing procedure for one user at a time, with engaged and vacant sign on door. We will provide cleaning products and ask that each user cleans any surfaces they have touched. We have installed signs to remind about hand cleaning. Liquid soap and paper towels will be provided. Users to wear masks.	To abide by guidance for one user at a time and then on exit, clean any surfaces touched.
Corridors (<i>common areas</i>)	Corridors in the buildings represent possible 'pinch 'points' and high footfall. However people tend to be quickly through these areas so risk is assessed as Low.	2 mtr markers on floor and social distancing signs throughout. Additionally people will be asked to wear masks while transiting these 'common areas'.	Abide by guidance, clean hands and wear masks while transiting common areas without delaying.

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Kitchens (<i>common areas</i>)	Difficult for social distancing and ongoing cleanliness may be problematic. Assessed as high risk areas.	Our 'main kitchen' and the Annex kitchen will be closed until further notice. The Ella Bendall kitchen will have restricted usage, primarily for the Pre School use. Users will be advised to bring their own drinks and refreshments as they require. Users to wear masks	To bring own refreshments and abide by DCA guidance for use of kitchen. Wear masks and clean all surfaces touched on exit.
Hand cleanliness	Hand cleanliness is key to stopping transmission to other people and the premises. Risk is seen as Med, as most people are now familiar with hand sanitisation and washing.	We have a hand Sanitiser Station by main entrance/exit door and it is also available in all rooms. (<i>although we hope Users will bring their own</i>). Advisory signs are displayed to remind Users, to sanitise hands and/or clean hands regularly using soap and paper towels.	Abide by notices to keep hands clean at all times, using sanitiser or washing with soap and hot water. Bring own hand sanitising products when possible.
Respiratory hygiene	Sneezing, coughing, etc is main cause of aerosol transmission. Risk is High	Encourage all users to use tissues and avoid touching mouth, eyes, and nose. We have provided more bins for use, with disposable rubbish bags. People to then sanitise hands. Catch It, Bin It, Kill It. notices are on display.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into supplied bins at end of hire.
Room capacity	Adherence to social distancing is important and capacity guidelines need to be followed. Risk assessed as Low.	We will provide each User group with the room capacity guidelines... at both 2 mtr distancing and 1 mtr distancing (<i>with protection</i>).	User groups to adhere to our and Gov guidance on room capacities considering Covid-19 distancing rules.
Social Distancing In both 'common areas' and 'designated rooms'	Depending on the nature of the activity the ability to maintain required social distancing will vary and depending on peoples commitment, may not be easy to control. The risk of transmission is therefore assessed as High.	We have marked out 2mtr lines in the corridors, but it is not practical within each room as this will vary depending on the activity. We will advise Users that it is their responsibility to ensure social distancing guidelines are adhered to during their room hire. Signs will be displayed on the walls in each room to remind people about social distancing requirements. A calculation will be made and displayed of the capacity of each room at 2mtr and 1mtr distancing. (<i>see attached to this doc</i>)	Users are totally responsible to follow distancing guidleines within the Centre and especially within the room for their activity. Use our capacity guide for each room.

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Someone shows symptoms of Covid-19 whilst onsite.	Risk of transmission to others at the Centre. Likelihood Low, but impact High.	We have designated the Rookwood Room as a safe area. People onsite or due onsite will be notified to leave/cancel, until such time as we can 'deep 'clean' the premises.	The person is to be moved to the 'safe area' and arrangements made to transport them home or to hospital. Inform DCA of situation and all people who may have been in contact with the person.
Staff	Staff having to return to the workplace may be anxious and are at higher risk of contact with the virus due to time spent in the Centre. Risk assessed as Med.	Ensure all centre staff are fully aware of social distancing measures, have appropriate PPE and are up-to-date on relevant legislation. Each member of staff will be advised of any new operating procedures.	Support the DCC staff by following all guidance in the Centre. With special attention within 'common areas'.
Activity against Government guidelines.	There is a risk of DCC being fined for allowing the use of the premises for a purpose that is not allowed under current Government restrictions.	We will continue monitoring Government Covid-19 guidance as it is updated to ensure proposed use is compliant with current guidelines.	Users are fully responsible for ensuring their activity is currently allowed under Government guidelines.
Track and Trace needed for all people using the facility.	Knowing who is in the Centre at any one time is crucial to 'track and trace'. Users may lapse on keeping attendee lists. Risk Low.	We have created attendee lists and will hand out to all User Groups and will look for returns. We will keep for 21 days and then destroy.	Keep up to date attendee lists (own or DCC) and hand in at end of each session.
Pre-School activities	When Pre-School returns (Sept) the volume of people in and out of the Centre will increase. Risk assessed as high	Procedures will be put in place to section off those areas used by Pre-School, including entrances and exits..	Pre-school to follow agreed procedures.

Revised Terms and Conditions - *Special Terms and Conditions must be agreed to by hirers wishing to make bookings after the centre re-opens. This will include adhering to the measures set out above that hirers are expected to follow. Bookings may be cancelled in the event that a hirer fails to carry out actions outlined in this document and their own operating method statement.*

Denmead Community Ctr - Room capacities with Covid distancing guidelines

ROOM	Capacity @ 2M distancing	Capacity @ 2M distance <i>(but closer to walls)</i>	Capacity @ 1M distancing	Capacity @ 1M distancing <i>(but closer to walls)</i>
MAIN HALL	14	18	57	57
BARN GREEN ROOM	6	9	20	25
ANMORE ROOM (Annexe)	9	12	29 Max	33 Max
SHROVER ROOM (Annexe)	9	12	35 Max	43 Max

For more detail ask at office or email manager@denmeadca.com