

Organisation: Fremington Parish Council	Reference: COVID-19
Activity: Hire and usage of Community Centre	Site: The Beechfield Centre, Beechfield Road
People at Risk: Members of the Public & Employees	
Contact Person: Victoria Woodhouse Job Title: Executive Officer Date: 3 rd August 2020	Review Date: Weekly or as and when required by Government Guidance. 10 th August 2020 17 th August 2020 24 th August 2020 1 st September 2020 11 th September 2020 21 st September 2020

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
COVID-19	Transmission of/spreading the virus	H	<p>Special Conditions of Hire during COVID-19 have been produced and will be supplied to all hirers prior to use of the Community Centre.</p> <p>All hirers must supply a risk assessment to the Parish Council prior to first hire.</p> <p>Signage and markings have been provided to remind people of COVID-19 and provide clear procedures and appropriate behaviour and social distancing.</p>		<p>All procedures identified through the Risk Assessment have been included in the Special Conditions of Hire.</p> <p>Deputy Executive Officer to ensure all hirers have agreed and signed the special conditions of hire and risk assessments have been received.</p> <p>Administration Team to ensure all signage and markings are clear and in good order and replace as necessary.</p>

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			<p>Posters showing government guidelines, handwashing techniques and instructions for access to areas etc have been erected throughout the building as necessary.</p> <p>All hirers must attend a “run through meeting” on the premises to ensure they understand the signage and requirements.</p> <p>All hirers must be given a key and fob for access once the above conditions have been met to reduce contact with staff and cross contamination of shared keys and fobs.</p> <p>All hirers are responsible for ensuring that the group adheres to COVID-19 Secure Guidelines.</p> <p>Test and Trace is in operation in the Community Centre for all hirers and visitors and all Test and Trace forms must be completed and returned immediately after hire to the Parish Council’s post box in a sealed envelope.</p>		<p>Administration Team to organise “run through meetings” with hirers prior to first use.</p> <p>Administration Team to ensure all hirers have a key and fobe.</p> <p>Administration Team to ensure Test and Trace forms are available prior to hire and completed forms are returned following hire.</p> <p>Administration Team to ensure forms ask for details of all visitors for the purpose of Test & Trace and to explain that details will be kept securely for this purpose for 21days and then destroyed. Details will only be</p>

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			<p>On 18 September 2020, new regulations came into force making it a legal requirement for venues to log details of visitors, customers, and staff. Local council venues and buildings that allow public access or bookings must:</p> <ul style="list-style-type: none"> • <u>Have a system in place to request and record contact details of their customers, visitors and staff</u> • Register for an <u>official NHS QR code</u> and display the official NHS QR poster from 24 September 2020 <p>The Community Centre is limited to a maximum of 10 people at a 2m distance at anyone time. Or 20 people at a 1m distance with mitigation measures in place. It is the responsibility of the hirer to ensure a booking system is in place to prevent breach of this condition. Mass gatherings (over 30 people) are still against the law.</p>		<p>released for Test & Trace and will not be used for any other purpose, any request to release the data will be verified to ensure it is a genuine request.</p> <p>Administration Team to ensure all Test and Trace forms are destroyed after 21 days.</p> <p>The Parish Council has registered for an official NHS QR Code for the Beechfield Centre.</p> <p>The QR Code is displayed in the Beechfield Centre.</p> <p>Paper test & trace forms remain available for those unable to use the QR Code.</p> <p>Deputy Executive Officer to ensure Community Centre is marked for social distancing.</p>

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			<p>Upon entering the building hand sanitizer must be used.</p> <p>From the 8th August 2020 it is law that masks/face coverings must be worn in community centres.</p> <p>Those attending activities in the Community Centre may only access the Centre through the official entrance – there will be no admittance via the Parish Council Offices and no waiting in the Parish Council Offices.</p> <p>Access to the toilets is a pinch point and therefore only the mens and disabled toilets will be available for use and the urinals will be out of use at this time.</p> <p>Inline with useage the Community Centre will be cleaned three times a week on a Monday, Wednesday and Friday.</p>		<p>Automatic hand sanitizers have been provided at the entrance, Administration Team to ensure they are full at all times.</p> <p>Signage to be displayed at the entrance. Staff have been informed that masks must be worn at all times when in the Community Centre.</p> <p>Hirers to be responsible for ensuring all those attending their activity comply with the law and face masks/coverings are worn.</p> <p>Deputy Executive Officer to ensure areas for waiting outside of the building are marked for social distancing.</p> <p>Deputy Executive Officer to ensure toilets are closed and signage provided.</p> <p>Hirers to be made aware of cleaning regime. Regime to be reviewed if useage increases.</p>

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			<p>Hirers will be responsible for cleaning high touch areas and equipment before and after use.</p> <p>Hirers must ensure the Centre is well ventilated during use and secured when leaving the building.</p> <p>Hirers will be responsible for removing all rubbish following their hire.</p> <p>There is a first aid kit available in the hall and a COVID-19 first aid kit provided in the designated safe area.</p> <p>No towels will be provided within the Centre due to contamination.</p> <p>All hirers are responsible for ensuring the Community Centre and equipment is cleaned before and after use.</p> <p>The store cupboard is a potential pinch point and during this time hirers should not be permitted access. Hirers will be required to inform the Parish Council prior to use of any equipment they require and this will be set up before use.</p> <p>Hirers are not permitted to play music or broadcasts at a volume that makes normal conversation difficult due to the increased risks of raising voices.</p>		<p>Deputy Executive Officer to ensure cleaning regime is clearly displayed within premises.</p> <p>Administration Team to ensure appropriate cleaning products, including antibacterial wipes, are supplied.</p> <p>Administration Team to ensure a good supply of antibacterial wipes and hand sanitizer is maintained.</p> <p>Staff to ensure that all equipment is cleaned prior to use and masks are worn at all times when setting up or putting away equipment.</p>

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			<p>Hirers must ensure that those attending their activity understand that they must not attend if they, or anyone in their household, has had COVID-19 symptoms in the last 7 days and if they develop symptoms within 7 days of visiting premises they must use test and trace system to alert others.</p> <p>Anyone that develops symptoms whilst using the Community Centre or partaking in an activity must isolate themselves as soon as possible, the hirer must then ensure all other users vacate the hall before removing the COVID patient and informing the Parish Council.</p> <p>Following notification of a possible COVID-19 case the Centre will be closed and deep cleaned to remove any possible contamination, the Parish Council will also active test and trace if this has not already been done.</p> <p>The Parish Council will limit hirers to one per evening and during the day will allow a minimum of one hour between each hire to provide time to ventilate the building and deal with any potential COVID-19 alerts. Leaving a significant gap between hires will also prevent conflict of those leaving and attending the next hire and eliminate the need for a one way system.</p> <p>Contractors and staff will not be permitted to enter the Community Centre when there is an active hire and all works and tests for alarms etc will need to be programmed around the</p>		<p>Deputy Executive Officer to provide a designated safe area.</p> <p>Administration Team to ensure that bookings are made accordingly.</p> <p>Administration Team to ensure all appointments are booked accordingly and</p>

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			<p>hires. Prior to entering the building should be well ventilated for at least 20 minutes. Upon entering staff and contractors must wear a mask and sanitize their hands, high-touch point areas should also be cleaned before and after access.</p> <p>From the 14th September 2020 it will be illegal for people to meet with more than 6 people indoors or outdoors, this limit does not apply to people from the same household or within a support bubble, Community Facilities following COVID-19 secure guidance can host more than 6 people in total, but noone should visit or socialise in a group more than 6.</p>		<p>contractors are aware of procedures.</p> <p>Administration Team to contact all hirers and explain the new rules and ensure that noone will be visiting or socialising in a group greater than 6.</p>