

# Fremington Parish Council

<b>Organisation:</b> Fremington Parish Council	<b>Reference:</b> COVID-19
<b>Activity:</b> Hire and usage of Community Centre	<b>Site:</b> The Beechfield Centre, Beechfield Road
<b>People at Risk:</b> Members of the Public & Employees	
<b>Contact Person:</b> Victoria Woodhouse <b>Job Title:</b> Executive Officer <b>Date:</b> 3 <sup>rd</sup> August 2020	<b>Review Date:</b> Weekly or as and when required by Government Guidance. 10 <sup>th</sup> August 2020 17 <sup>th</sup> August 2020 24 <sup>th</sup> August 2020 1 <sup>st</sup> September 2020 11 <sup>th</sup> September 2020 21 <sup>st</sup> September 2020 28 <sup>th</sup> September 2020 5 <sup>th</sup> October 2020 12 <sup>th</sup> October 2020 19 <sup>th</sup> October 2020 2 <sup>nd</sup> November 2020 30 <sup>th</sup> November 2020 5 <sup>th</sup> January 2021

## 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	The Government's announcement of 4 <sup>th</sup> January 2021 confirmed a new set of restrictions for the UK from 6 <sup>th</sup> January 2021 which will last until at least February half-term. The directive is to stay at home, and you can only leave your home for a specified reason. All Village and Community Halls must close but can be available for permitted uses, under the		Administration Team have spoken to Clarity the provider of the support group and they have confirmed that they are permitted to and wish to continue to provide the support group.

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			<p>guidance the Let's Talk Fremington sessions can continue.</p> <p>The cleaning regime has been reviewed and provides adequate cleaning to ensure the safety of the group and staff/essential contractors that require access for maintenance.</p> <p>Clarity has agreed to the Special Conditions of Hire during COVID-19 and have supplied a risk-assessment and public liability insurance.</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>Executive Officer to draft an email to all other hriers to explain the new restrictions and notify them of the closure of the Centre.</p> <p>Admin Apprentice to place notices on Parish Council's Facebook Page and Website.</p> <p>Administration Officer to place notices on the Parish Coucil's noticeboards.</p> <p>All procedures identified through the Risk Assessment have been included in the Special Conditions of Hire.</p> <p>Administration Team to ensure all signange and markings are clear and</p>



Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			<p>visitors must either use the Test &amp; Trace app (QR Code is clearly displayed) or complete and return Test and Trace forms immediately after hire to the Parish Council's post box in a sealed envelope.</p> <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</p>		<p>only be released for Test &amp; 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 &amp; trace forms remain available for those unable to use the QR Code.</p> <p>The Community Centre is marked for social distancing.</p>

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			<p>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>Upon entering the building hand sanitizer must be used.</p> <p>From the 8<sup>th</sup> 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>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>Areas for waiting outside of the building are marked for social distancing.</p>

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			<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>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, therefore only one member from the</p>		<p>Toilets are closed where necessary and signage provided.</p> <p>Administration Team to ensure appropriate cleaning products, including antibacterial wipes, are supplied.</p> <p>Admininstration Team to ensure a good supply of antibacterial wipes and hand sanitizer is maintained.</p> <p>Administration Team to ensure Clarity is aware of risk and requirement</p>

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			<p>group should have access to the cupboard for equipment.</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>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>to clean equipment before and after use.</p> <p>A designated safe area is provided.</p> <p>Administration Team to ensure that bookings are made accordingly.</p>

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			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 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.		Administration Team to ensure all appointments are booked accordingly and contractors are aware of procedures.