



COVID-19 Live Risk Assessment October 2020



Newtonhill Community Hall Association

COVID-19 Risk Assessment August 2020 (Live working Document)

Bettridge Centre, Newtonhill

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners, committee members or visitors that assist in maintenance are also consulted, and that this document is provided to all user groups which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

We will do our best to accommodate any additional needs and support any user group's concerns. If you would like to discuss this Risk Assessment please contact the office via email info@bettridgecentre.org.uk

Important Notes:

1. This COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This Risk Assessment is to be used and understood in conjunction with the Special Conditions of Hire COVID-19 document which you have also been provided with.



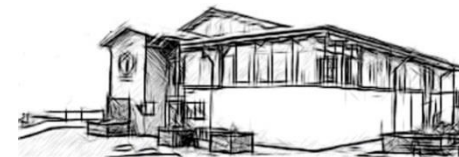
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Area or People at Risk	Risk identified	Actions/controls to take to mitigate risk	Additional Controls	Action Done
<p>Staff User groups, contractors, Volunteers, Visitors, Delivery Drivers</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p> <p>General public/local workmen/council using toilet facilities.</p> <p>Public/Users entering the office where a staff member is present.</p> <p>Communal spaces where social distancing is difficult.</p>	<p>Protection for all: Stay at home guidance if unwell – signage on front and side door. Staff/volunteers provided with plastic aprons, face shields/Masks, pocket hand sanitiser and plastic or rubber gloves. Staff given additional PPE for use in the event deep cleaning is required.</p> <p>Contractors provide their own PPE. Staff/volunteers advised to wash outer clothes after each shift.</p> <p>Toilets are not open for general public until further notice.</p> <p>Only staff permitted in the office, floor signage in place, plus barrier across office door.</p> <p>Only one member of staff will be permitted in the office at any one time if long periods of work is required in this area.</p> <p>Everyone in the centre over the age of 5 must wear face coverings in all public areas of the centre, including toilets.</p>	<p>Staff/volunteers to use normal cleaning procedures as per procedures folder and extra cleaning of high contact areas such as light switches, door handles, stair banisters etc.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be made available throughout the workplace.</p>	<p>All LA Staff</p> <p>All LA Staff</p> <p>Mgt</p> <p>Hirer</p>



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	Using the Lift	Lift to be used by one person at a time or one bubble of people. Hand sanitiser to be put on before accessing and upon disembarking.	Staff to clean contact points in lift each shift and Ballastic Virus killer to be used in lift once per month.	All LA Staff/Hirer
Staff User groups, contractors, Volunteers, Visitors, Delivery Drivers	Staff/volunteers who are either extremely vulnerable or over 70.	Staff in the vulnerable category are advised not to attend the centre for the time being. The Evergreen club will not be running until further notice.	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.	All Staff
	Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.	Talk with staff, committee members and volunteers regularly to see if arrangements are working. Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.	Mgt/Admin
	Mental stress from handling the new situation. General public entering the building to use the toilets.	Share information and advice with workers about mental health and wellbeing Front and side door to remain on the keypad lock to limit the amount of people entering the building unnecessarily.	Posters, leaflets and other materials are available for display. It is important people know they can raise concerns.	Mgt/Admin



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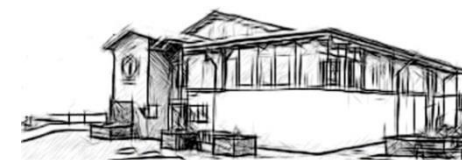


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<p>Car park/paths around the centre/exterior areas around door ways</p>	<p>Social distancing may not observed as people tend congregate before entering premises for classes/groups.</p> <p>Parking area can sometimes be very congested at peak times and to allow social distancing.</p> <p>People drop tissues and littering in general.</p>	<p>Social distancing signage will be displayed on the external areas of the centre and on the front and side entrance doors.</p> <p>All visitors must report to reception area to log Test and Protect details. Class times may be further staggered to allow people to leave before the next class arrives.</p> <p>Leisure Attendant staff will be asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves, use litter picker, remove and dispose safely in bin.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be if people congregate at drop off and pick up times.</p> <p>Details must be provided for each and every person that enters the centre even if it is for a few minutes.</p> <p>Face coverings must be worn in all communal areas.</p> <p>Current waste collection arrangements can remain in place.</p>	<p>Mgt/All Staff and NOOSC</p> <p>Mgt/All Staff, Hirer and NOOSC</p> <p>N/A</p>
<p>Entrances/ hall/lobby/corridors/stair wells</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>“pinch points” identified and corridors have been taped with 2m distancing, signage in stair wells for people to wait for other to come down the stairs before they go up. One- way system markings provided in main hallway and 2m social distancing signage is in place.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser is provided in hallway and near to bottom and top of stairs.</p>	<p>Face coverings must be worn by everyone over the age of 5 in all communal areas.</p> <p>Hand sanitiser needs to be checked daily.</p> <p>Bins to be checked and emptied more frequently.</p>	<p>All Staff</p> <p>All LA Staff</p>



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Main Hall/Small Hall/Lounge	Door handles, light switches, tables, chair backs and pads.	Door handles, light switches, tables, chairs and other equipment used to be cleaned by Leisure Attendant staff after each use – after each group leave.	Hand sanitiser to be provided inside main hall.	All LA Staff		
	Football Goals, Netball Posts, Badminton nets (sports equipment)	Sport equipment to be cleaned in the same manner as tables and chairs by Leisure Attendant staff.				
	Soft play equipment needs to be cleaned between each use/party/group.	For parties LA staff to clean equipment tables and chairs for example after it is laid out (before event) and then again at end before equipment stored away.				
	Main hall curtains – stage and wall curtains.	Main hall - Stage/wall curtains to be operated by staff only. Hirers to be encouraged to wash hands regularly.			Stage and wall curtains which are more difficult to clean and likely to be touched by the public will now only be able to be moved by Leisure Attendant on duty.	
	Soft furnishings which cannot be readily cleaned between uses.	Soft furnishings to be sanitised monthly using Ballistic Virus Killer fogging machine.				
	Social distancing to be observed	Social distancing guidance to be observed by hirers in arranging their activities. Hirers must provide a written RA for their class/group and be responsible to ensure that hygiene and social distancing is adhered to.				Hirer
	Main hall curtains – stage and wall curtains.	Main hall - Stage/wall curtains to be operated by staff only. Hirers to be encouraged to wash hands regularly.				
Floors with carpet tiles less easily cleaned.	Carpet to be sprayed with Ballistic Virus	Mgt/Admin				
		Seek funding to change out the				



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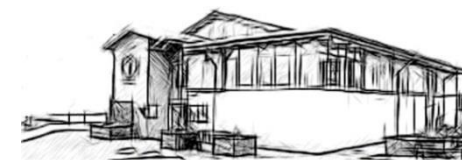


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		Killer once a week.	lounge and link corridor flooring which is currently carpet tiles with a non-slip, commercial vinyl which is then easily cleaned between classes and then again at the end	
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use.</p> <p>Frequent cleaning would damage fabric.</p> <p>Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Avoid use of upholstered seating. Sufficient hard seating chairs provided throughout centre. Only use as a last resort when no other plastic seating is available.</p> <p>Clean metal/plastic parts regularly touched. Ask those moving them to wear plastic gloves.</p> <p>Soft upholstered seating will be cleaned by the Ballistic Virus Killer machine after each use.</p>		All LA Staff
Centre Office	<p>Social distancing more difficult in smaller areas.</p> <p>Door and keypad lock, Light switches Tables, chair backs and arms. Telephone, Copier, laminator, shredder.</p>	<p>Only one member of staff will be permitted in the office at any one time if long periods of work are required in this area.</p> <p>Surfaces and equipment to be cleaned by each member of staff before they finish their shift.</p> <p>Wipe shared copier, stapler etc. Telephone to be sanitised after each use. Keyboard and mouse to be sanitised at end of each shift.</p>	<p>Office to be cleaned once a month with the Ballistic Virus Killer machine including office seating and carpet. Conference calls/Video meetings to be used instead of face to face meetings.</p> <p>Reviewing work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p>	<p>All Staff</p> <p>Mgt/Admin</p>



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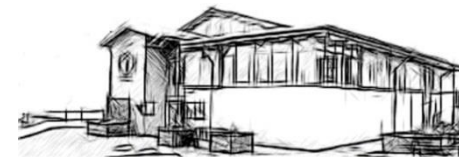


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<p>Kitchen – Upstairs Including canteen area</p>	<p>Social distancing more difficult as this is the smallest hireable space in the centre.</p> <p>Multiple high contact areas - Doors and Light switches, Working surfaces, sinks Cupboards/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water urns Cooker Toaster, microwave etc</p> <p>High Chairs in toddler cupboard – only used by toddlers and occasionally for parties.</p> <p>Users accessing the kitchen once it has been sanitised for the evening.</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers must also bring their own dish/drying towels to minimise the risk of contamination.</p> <p>Leisure Attendants to wipe down all surfaces at the end of each night.</p> <p>Out of School club and Toddler groups who use the kitchen more frequently than other user groups must ensure the kitchen has been cleaned before they leave and all equipment used is washed, dried and stored away.</p>	<p>Cleaning materials to be made available in clearly identified location – under kitchen sink. This is to be regularly checked and restocked as necessary by Leisure Attendant staff.</p> <p>Consider closing kitchen if not required or restricting access so it is not used for general circulation or socialising this limiting the unnecessary use of centre spaces.</p>	<p>All LA Staff</p> <p>Hirer</p> <p>All LA Staff</p> <p>Hirer</p> <p>Mgt/Admin</p>
<p>Cleaning Store cupboards. Small hall cleaning cupboard, maintenance cupboard and main cleaning cupboard located in kitchen.</p>	<p>Social distancing not possible Door handles, light switches</p>	<p>Public access unlikely to be required. Cupboard needs to be cleaned once a month with Ballistic Virus Killer machine.</p> <p>All new stock to be put away safely and stock take to be carried out each week to ensure that we do not run out of cleaning stock.</p>		<p>All LA Staff</p>



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	Use of equipment i.e. Hoover	Cleaning equipment i.e. Hoover must be wiped down with disinfectant after each use.		All Staff/Hirer
Storage Cupboards (furniture/equipment) User Cupboard - small hall Store cupboard x2 – small hall Equipment cupboards – main hall back wall side	Social distancing more difficult.	The only cupboard that is used by the user groups is the user group cupboard in the small hall. Only one group in at a time due to 15 min separation between bookings. Equipment to be stored separately.	Guidance to be sent out to users who store items in this cupboard that it is their responsibility to sanitise their equipment after each use.	Hirer/All Staff
	Door handles in use – high contact areas.	Hirers who store items in user cupboard to control their group accessing and stowing equipment to encourage social distancing.		Hirer/Mgt
	Equipment needing to be moved not normally in use.	The under stage storage trolleys in the Main Hall are user group specific and the responsibility of the user group. All other cupboards are staff only.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.	
Indoor Toilets Main toilets, lounge toilets, small hall toilets and disabled ground floor toilet.	Social distancing difficult.	User group leaders/Covid officers to control numbers accessing toilets at one time, with attention to more vulnerable users.	Smaller facilities restricted to one user at a time – larger facilities will have every 2 nd cubical closed.	Hirer/Mgt
	Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc.	Leisure Attendant staff to clean all surfaces etc before public arrive as well as staff having pre-cleaned toilets at end of each shift and hourly sanitising of high contact areas throughout day/evening.		Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
	Disabled toilet with Baby	Baby changer to be cleaned at the end of each weekday shift. Every hour at	Poster put up advising user to clean before and after each use.	



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	changing and vanity surfaces, mirrors.	<p>the weekends if events are on.</p> <p>20 second hand washing posters are in all toilet areas.</p> <p>Catch it, bin it Kill posters are also prominently in place.</p> <p>Poster on rear of main toilet door asking have you washed your hands is also in place.</p>	Staff to checked toilets hourly for replenishing stock.	<p>All Staff/Hirer</p> <p>All LA Staff</p>
Garage	Door handle, padlock, light switch	<p>Public access highly unlikely.</p> <p>No public or users to gain access to the garage without the permission of staff on duty.</p>	Code for garage to be changed then list to be maintained of users who require limited access	Mgt
Stage/performance area	<p>Curtains</p> <p>Social distancing</p> <p>Lighting and sound controls</p> <p>Gantry</p>	<p>Main hall - Stage/wall curtains to be operated by staff only.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Staff to control access and clean as required – no unauthorised access signage already in place.</p>		<p>All Staff</p> <p>Hirer</p>
Events	<p>Handling cash and tickets.</p> <p>Too many people arriving in short space of time for beginning of performance/show.</p>	<p>All events currently are cancelled for the foreseeable future.</p> <p>We should be processing bookings online and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.</p>	<p>Seek further advice if any large events are to take place once restrictions are lifted.</p> <p>Cash sanitising machine to be purchased and installation of debit/credit card machine to allow contactless payments for future payments.</p>	Mgt



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		Cash payments/donations to be handled by one individual wearing gloves. Avoiding paper tickets.		Mgt
Outdoor Playground, Outdoor Play equipment.	<p>People at risk: clinically vulnerable children or adults, older relatives.</p> <p>This area is unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. Unfenced area, not possible to prevent access: Tape will be removed/ignored. This is the Out of School Clubs equipment which they use daily.</p>	<p>Sun and rain reduce the risk by reducing the period over which the virus remains active.</p> <p>As the area cannot be closed off 'Help Keep this Playground and Play Equipment Covid-19 Secure' posters have been put up.</p> <p>Out of school club to clean this as part of their cleaning schedule and notify parents about use.</p>	Possibly need to discuss with the out of school club if any further measures need to be put in place.	<p>Mgt NOOSC</p> <p>NOOSC</p>
Tuck Shop	<p>Multiple staff handling stock, cash to and from purchaser.</p> <p>Encourages people to come to the office.</p>	Limit the amount of stock temporarily so that there is only water and juice available – no snacks currently.		Mgt/All Staff
First Aid	Potential risk to all involved – close contact	<p>First aid will be delivered in the usual manner – but staff will have to wear a mask and a face shield, disposable apron and double glove.</p> <p>First Aid box to be sanitised after use.</p> <p>All hirers to supply their own First Aid box and organised groups to provide their own First Aider.</p>		<p>All Staff</p> <p>Hirer</p>