



## COVID-19 Live Risk Assessment March 2021



Newtonhill Community Hall Association

### COVID-19 Risk Assessment March 2021 (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](mailto: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.



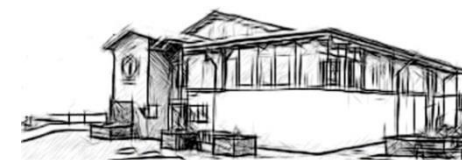
## COVID-19 Live Risk Assessment March 2021



Area or People at Risk	Risk identified	Actions/controls to take to mitigate risk	Additional Controls	Action Done
<b>Staff</b> <b>User groups, contractors,</b> <b>Volunteers,</b> <b>Visitors,</b> <b>Delivery Drivers</b>	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.	<b>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.</b>	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.	All LA Staff
	Occasional Maintenance workers.	<b>Contractors provide their own PPE. Staff/volunteers advised to wash outer clothes after each shift.</b>	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.	All LA Staff
	General public/local workmen/council using toilet facilities.	<b>Toilets are not open for general public until further notice.</b>	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.	
	Public/Users entering the office where a staff member is present.	<b>Only staff permitted in the office, floor signage in place, plus barrier across office door.</b>	Tissues will be made available throughout the workplace.	Mgt
	Communal spaces where social distancing is difficult.	<b>Only one member of staff will be permitted in the office at any one time if long period of work is required in this area. Office ventilation fan must be running at all times.</b>  <b>Everyone in the centre over the age of 5 must wear face coverings in all public areas of the centre, including toilets.</b>		Hirer



## COVID-19 Live Risk Assessment March 2021

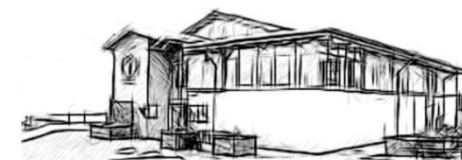


Newtonhill Community Hall Association

	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
<b>Staff</b> <b>User groups, contractors,</b> <b>Volunteers,</b> <b>Visitors,</b> <b>Delivery Drivers</b>	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 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.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	Posters, leaflets and other materials are available for display. It is important people know they can raise concerns.	
	General public entering the building to use the toilets.	Share information and advice with workers about mental health and wellbeing		Mgt/Admin
		Front and side door to remain on the keypad lock to limit the amount of people entering the building unnecessarily.		



## COVID-19 Live Risk Assessment March 2021

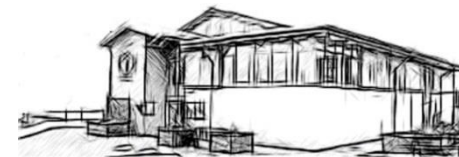


Newtonhill Community Hall Association

<p><b>Car park/paths around the centre/exterior areas around door ways</b></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>No waiting permitted inside building.</p> <p>All visitors must report to reception area to log Test and Protect details.</p> <p>Class times have been staggered to allow people to leave before the next class arrives.</p> <p>Leisure Attendant staff will be asked to check for rubbish which might be contaminated, e.g. tissues. Indoors and outdoors.</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. 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><b>Entrances/hall/lobby/corridors/stair wells</b></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>



## COVID-19 Live Risk Assessment March 2021

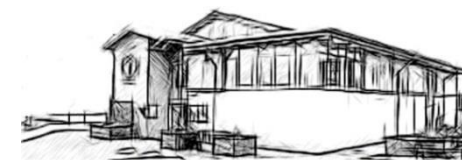


Newtonhill Community Hall Association

<b>Main Hall/Small Hall/Lounge</b>	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.		All LA Staff
	Ventilation	Where areas can be ventilated during use – eg Lounge, windows to be kept open during activity, otherwise full ventilation for a minimum of 20 minutes between user groups using windows, fire doors and fans where available.		All LA 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 LA.
	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



## COVID-19 Live Risk Assessment March 2021

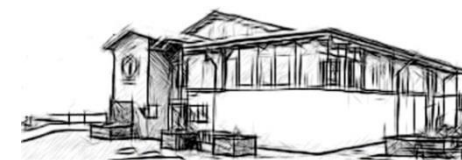


Newtonhill Community Hall Association

	<p>Main hall curtains – stage and wall curtains.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Main hall - Stage/wall curtains to be operated by staff only. Hirers to be encouraged to wash hands regularly.</p> <p>Carpet to be sprayed with Ballistic Virus Killer once a week.</p>	<p>Seek funding to change out the 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</p>	<p>Mgt/Admin</p>
<p><b>Upholstered seating</b></p>	<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>		<p>All LA Staff</p>
<p><b>Centre Office</b></p>	<p>Social distancing more difficult in smaller areas.</p> <p>Door and keypad lock, Light switches</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. Office ventilation fan must be running at all times.</p> <p>Surfaces and equipment to be cleaned by each member of staff before they finish their</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 &amp; finish times/shift patterns,</p>	<p>All Staff</p> <p>Mgt/Admin</p>



## COVID-19 Live Risk Assessment March 2021



Newtonhill Community Hall Association

	Tables, chair backs and arms. Telephone, Copier, laminator, shredder.	shift.  Wipe shared copier, stapler etc. Telephone to be sanitised after each use. Keyboard and mouse to be sanitised at end of each shift.	working from home etc. to reduce number of workers on site at any one time.	
<b>Kitchen – Upstairs Including canteen area</b>	Social distancing more difficult as this is the smallest hireable space in the centre.	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.	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.	All LA Staff
	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	Hirers must also bring their own dish/drying towels to minimise the risk of contamination.		Hirer
	High Chairs in toddler cupboard – only used by toddlers and occasionally for parties.	Leisure Attendants to wipe down all surfaces at the end of each night.  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.		All LA Staff
	Users accessing the kitchen once it has been sanitised for the evening.	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.		Hirer  Mgt/Admin



## COVID-19 Live Risk Assessment March 2021



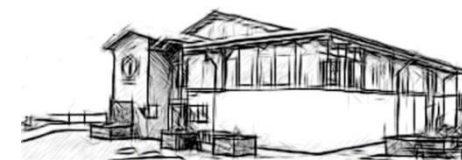
Newtonhill Community Hall Association

<p><b>Cleaning Store cupboards.</b></p> <p><b>Small hall cleaning cupboard, maintenance cupboard and main cleaning cupboard located in kitchen.</b></p>	<p>Social distancing not possible Door handles, light switches</p> <p>Use of equipment i.e. Hoover</p>	<p>Only one member of staff in at a time. 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 stock. Cleaning equipment i.e. Hoover must be wiped down with disinfectant after each use.</p>		<p>All LA Staff</p> <p>Senior LA</p> <p>All Staff/Hirer</p>
<p><b>Storage Cupboards</b></p> <p><b>(furniture/equipment)</b></p> <p><b>User Cupboard - small hall</b></p> <p><b>Store cupboard x2 – small hall</b></p> <p><b>Equipment cupboards – main hall back wall side</b></p>	<p>Social distancing more difficult.</p> <p>Door handles in use – high contact areas.</p> <p>Equipment needing to be moved not normally in use.</p>	<p>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.</p> <p>Hirers who store items in user cupboard to control their group accessing and stowing equipment to encourage social distancing.</p> <p>The under stage storage trolleys in the Main Hall are user group specific and the responsibility of the user group.</p> <p>All other cupboards are staff only.</p>	<p>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.</p> <p>Consider whether re-arrangement or additional trolleys will facilitate social distancing.</p>	<p>Hirer/All Staff</p> <p>Hirer/Mgt</p>
<p><b>Indoor Toilets</b></p> <p><b>Main toilets, lounge toilets, small hall toilets and disabled ground floor toilet.</b></p>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use, door handles, light switches, basins, toilet</p>	<p>User group leaders/Covid officers to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Leisure Attendant staff to clean all surfaces etc before public arrive as well as staff</p>	<p>Smaller facilities restricted to one user at a time – larger facilities will have every 2<sup>nd</sup> cubical closed.</p> <p>Ensure soap, paper towels, tissues and toilet paper are</p>	<p>Hirer/Mgt</p> <p>All LA staff</p>





## COVID-19 Live Risk Assessment March 2021



Newtonhill Community Hall Association

	handles, seats etc.  Disabled toilet with baby changing and vanity surfaces, mirrors.	having pre-cleaned toilets at end of each shift and hourly sanitising of high contact areas throughout day/evening.  Baby changer to be cleaned at the end of each weekday shift. Every hour at the weekends if events are on.  20 second hand washing posters are in all toilet areas.  Catch it, bin it Kill posters are also prominently in place. Poster on rear of main toilet door asking have you washed your hands is also in place.	regularly replenished, and hirer knows where to access for re-stocking if needed.  Poster put up advising user to clean before and after each use.  Staff to check toilets hourly for replenishing stock.	All Staff/Hirer  All LA Staff
<b>Garage</b>	Door handle, padlock, light switch	No public or users to gain access to the garage without the permission of staff on duty.  Contractor access supervised by staff.	Code for garage to be changed then list to be maintained of users who require limited access	Mgt
<b>Stage/performance area</b>	Curtains  Social distancing  Lighting and sound controls, gantry	Main hall - Stage/wall curtains to be operated by staff only.  Staff to control access and clean as required – no unauthorised access signage already in place.  All hirers to include stage in their Risk Assessments.		All Staff  Hirer



## COVID-19 Live Risk Assessment March 2021



<p><b>Events</b></p>	<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 are cancelled for the foreseeable future.</p> <p>Online bookings and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.</p> <p>Cash payments/donations to be handled by one individual wearing gloves. Avoiding paper tickets.</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>	<p>Mgt</p> <p>Mgt</p>
<p><b>Outdoor Playground, Outdoor Play equipment.</b></p>	<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.</p> <p>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>	<p>Possibly need to discuss with the out of school club if any further measures need to be put in place.</p>	<p>Mgt</p> <p>NOOSC</p> <p>NOOSC</p>
<p><b>Tuck Shop</b></p>	<p>Multiple staff handling stock, cash to and from purchaser.</p> <p>Encourages people to come to the office.</p>	<p>Limit the amount of stock temporarily so that there is only water available – no snacks currently.</p> <p>Water bottles to be sanitised before being given to customer, staff hand sanitising after handling cash &amp; updating cash sheet.</p>		<p>Mgt/All Staff</p>



## COVID-19 Live Risk Assessment March 2021



Newtonhill Community Hall Association

<b>Suspected Covid-19 Illness</b>	Staff or customer	Isolation of individual affected, informing manager, Test and Protect, cleaning procedures	See Appendix A – Suspected COVID-19 Illness	
<b>First Aid</b>	Potential risk to all involved – close contact	<p style="color: red;">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 style="color: red;">First Aid box to be sanitised after use.</p> <p style="color: red;">All hirers to supply their own First Aid box and organised groups to provide their own First Aider.</p>	See Appendix B – Covid Safe Guidance for First Aiders	<p style="text-align: center;">All Staff</p> <p style="text-align: center;">Hirer</p>



## COVID-19 Live Risk Assessment March 2021



Newtonhill Community Hall Association

### Appendix A - Suspected COVID-19 illness

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the centre, you should:

1. Adults - Send them home immediately if they're well enough to travel unaided
2. Children/Young people or anyone waiting to be picked up
  - a. Put on a mask, face shield, gloves & apron to protect yourself
  - b. Remove them to the safe waiting area, which is the disabled toilet in the main hallway – a chair should already be there. Put Isolation Notice on door to prevent anyone going in there.
  - c. If for any reason they can't use the disabled toilet, please ensure you move them away from everyone else in the group and provide them with a chair to sit on, tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels
3. Call centre manager for further advice NB: If more than one member of staff is on duty, ensure that the person making the calls to the manager and other user groups isn't the one who is dealing with the ill person/cleaning up
4. Once they have been collected: -
  - a. Check contact details have been obtained for all members of their group
  - b. Ask the rest of their group to leave the premises, observing the usual hand sanitising and social distancing precautions and advise them to launder their clothes when they arrive home
  - c. Remove gloves, apron and face mask to a rubbish bag, which should be double bagged and kept for 72 hours before being collected.
  - d. Wash your hands for at least 20 seconds with warm soapy water
  - e. Once home - launder all your clothes and wipe down & disinfect your car
5. Staff
  - a. Cancel any user groups due to come into the area affected
  - b. User groups in other areas of the centre can continue as long as they don't use the same toilets, stairs or corridors – put notice on door if they need to use alternative entrance
  - c. If more than one member of staff is on duty, ensure that the person making the calls to the manager and other user groups isn't the one who is dealing with the ill person/cleaning up
  - d. If you're exposed to the ill person and you have to use the office, ensure it's also cleaned before you leave, along with anything you touch before leaving the building. Refer to instructions below.



## COVID-19 Live Risk Assessment March 2021



### Cleaning after suspected case of COVID-19 on premises

Please note that cleaning at the centre should always be carried out in accordance with the assumption that all customers and staff are potential COVID-19 carriers, however in this event, please ensure the following additional steps are also taken:

1. Ensure all user group members have left the building
2. Cancel any user groups due to come into the area affected
3. User groups in other areas of the centre can continue as long as they don't use the same toilets, stairs or corridors – put notice on door if they need to use alternative entrance
4. Put on a mask, face shield, gloves & apron to protect yourself
5. Deep clean with normal cleaning fluids and then thoroughly sanitise the isolation area with Zoono cleaning fluid – using fogger if trained in its use, otherwise use with blue roll, which should go in the bag used for disposing of PPE
6. Deep clean and thoroughly air the area in which they became ill and their route from there to the isolation area & out of the building
7. Remove gloves, apron and face mask to a rubbish bag, which should be double bagged and kept for 72 hours before being collected.
8. Wash your hands for at least 20 seconds with warm soapy water
9. Once home - launder all your clothes and wipe down & disinfect your car
10. Follow advice from Test & Protect if they contact you – inform centre manager immediately if advised to isolate
11. All requests for information about the event must be referred to the centre manager – no staff or user groups members to make announcements or comments on social media etc

If more than one member of staff is on duty, ensure that the person making the calls to the manager and other user groups isn't the one who is dealing with the ill person/cleaning up. Minimise exposure to the office and telephone etc.



## COVID-19 Live Risk Assessment March 2021



### Appendix B - Covid Safe Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

#### Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help.
- **Closest defibrillator is at the chemist on Skateraw Road.**
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths (**for CPR in paediatric settings see overleaf for specific guidance from the Resuscitation Council UK below**)

#### Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

#### After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible



## COVID-19 Live Risk Assessment March 2021



### Paediatric advice

We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.

For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.

Therefore, if there is any doubt about what to do, this statement should be used:

It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.