

Table 1: All activities

Hazard	Area /activity	Principal Measures	Responsibility	Other Measures	Resp		
Prevent transmission of coronavirus NOTE: Community Centre and FPR open from 19 July 2021	<u>All activities</u> subsequent sections are based on these generic assessments and measures and include activity specific details and changes	Overall plan Follow Government guidance and restrictions in force All activities to be considered in light of the need to be cautious but in the knowledge that all restrictions have been lifted. Some signage to remain in place – handwashing/sanitising, ‘do not enter if unwell’, QR sign in code for those who wish to use it. Signs will be displayed encouraging the wearing of face coverings.	IFCA Trustees Peter Lee	NB: Nothing in this risk assessment should detract from other health & safety and fire action policies and procedures in place	IFCA Trustees Peter		
		Operational arrangements for how activity will be conducted in accordance with Government guidelines and risk assessment measures. <ul style="list-style-type: none"> consideration of capacity – cautious return of activity 	Jacky/Karen				
		Personal precautions/ hygiene <ul style="list-style-type: none"> precautions to be taken by staff and visitors to limit transmissions such as washing/sanitising hands, use of face coverings /distancing 	All			Use of General signage	Office
		Cleaning arrangements <ul style="list-style-type: none"> in place but consideration to be given to whether additional cleaning is required 	Jacky/Karen				
		Communication and training <ul style="list-style-type: none"> any precautions/restrictions that are needed are communicated (in advance of activity being carried out) to staff and relevant users/visitors with copies of advice available 	Jacky/Karen				

Table 2: Prevention of legionella

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Prevent build up and transmission of legionella	All activities using stored water supplies including toilets, cooling units, hot water, cisterns, outlets	<ul style="list-style-type: none"> • Follow CIEH guidelines on Legionnaires disease lockdown risks and re-opening safely to minimise risk of inhalation of water droplets or spray • Flush all toilets and hot water supplies in sinks at low velocity weekly where not regularly in use to remove standing water left in pipes or cisterns • Run hot water taps in dressing room for 1 minute at each of 4 sinks, to empty mini tanks under the sinks which feed the hot water taps 	Trustees Karen Karen	<ul style="list-style-type: none"> • Every toilet in the centre flushed and taps opened every 2 weeks during lockdown. To be continued in dressing room while this is not being used 	Karen

Table 3: Takeaway service

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Prevent Transmission Of coronavirus	Provision of Takeaway food & coffee van By Peter Smith	<ul style="list-style-type: none"> • Following safe handling and cleaning procedures of food and other items delivered or brought onto premises for use in take-away service • Adequate signage displayed • Encourage contactless payment 	Peter & Billy Peter Peter	<ul style="list-style-type: none"> • Kitchen filters have been cleaned, pest control have inspected • The risk of legionnaires has been separately considered • All food hygiene regulations will be adhered to as usual • Kitchen will have dedicated bottles of hand sanitiser and surface cleaner as usual 	Done Peter & Billy

Table 5: Re-opening of Snooker Room (SR)

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Prevent Transmission Of coronavirus	Opening of Snooker & Pool room	<ul style="list-style-type: none"> • Retain signage encouraging the wearing of face coverings • Hand sanitiser available outside the snooker room door and inside the room, together with anti-bacterial wipes and/or cloths for cleaning the table edges, cues, rests, coin machine, scoreboard and balls 	Lee		

Table 6: Office working

Hazard	Area /activity	Principal Measures	Resp	Other Measures	Resp
Prevent transmission of coronavirus	Office working	<ul style="list-style-type: none"> • Usual office hours – 10am – 1pm Mon to Thurs • One toilet outside the snooker room designated for use by office staff only; second toilet will be unisex use • Reduce exposure of staff to public by using retractable belts across doorways • Arrange online/telephone booking and cashless payments. Card payment facility available. Encourage people to pay online 		<ul style="list-style-type: none"> • Hand sanitiser available at the bottom of the stairs and inside the office/committee room, together with anti-bacterial wipes and/or cloths for use as necessary 	

Table 7: Re-opening of main hall/committee room for hire

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Prevent transmission of coronavirus	Opening of Community Centre to hirers Fully reopens under government guidelines 19/7/21	<p>Layout plan</p> <ul style="list-style-type: none"> Trustees responsible for implementing all current government guidance and restrictions. This risk assessment (RA) reflects the lifting of all Covid 19 restrictions wef 19 July 2021 <p>Government guidance to ‘move slowly and cautiously’, so bookings will be considered in light of hall/committee room capacity and nature of event to be discussed with hirer (as usual)</p> <ul style="list-style-type: none"> Some signage to remain in place: <ul style="list-style-type: none"> Two main entrances <ul style="list-style-type: none"> QR code for NHS test & trace check in don’t come in if you’re ill Side entrance <ul style="list-style-type: none"> encouragement to wear face coverings High Street hallway <ul style="list-style-type: none"> encouragement to wear face coverings please use hand sanitiser Side entrance hallway <ul style="list-style-type: none"> please use hand sanitiser encourage handwashing Main toilets <ul style="list-style-type: none"> Keep your distance encourage handwashing Cleaning regime: overseen by Peter. Premises cleaned first thing every morning. NB: Requirements to clean between sessions in the hall/to leave time between bookings - removed. Hirers advised that they will be required to set out/put away their own tables & chairs and to wipe them before use, if required. 	<p>Trustees</p> <p>Jacky/Karen</p> <p>Lee/Jacky/Karen</p> <p>Peter</p> <p>Jacky/Karen</p> <p>Peter</p>	<p><u>Monitoring measures in place</u></p> <p>Check hand sanitiser bottles regularly</p> <p>Cleaning materials available in the hall</p>	<p>Office</p> <p>Peter /cleaner</p>

		<u>Communications</u>		<ul style="list-style-type: none"> RA displayed on website 	Karen
	<u>Blood donor sessions</u> Scheduled 7, 14 October	<ul style="list-style-type: none"> Agree advance with NHSBT service layout and any special cleaning regime required 		<ul style="list-style-type: none"> Trustee/ staff member to be available during setting up and closure of initial session 	John G
	<u>Community Cinema</u>	<ul style="list-style-type: none"> Face coverings encouraged and other measures announced before film starts 		Greater spacing between seats Windows open	

