Table 1: All activities

Hazard	Area /activity	Principal Measures	Responsibility	Other Measures	Resp
Prevent transmission of coronavirus **NOTE: Community Centre closed 05.01.21 In accordance with government guidelines**	<u>All activities</u> subsequent sections are based on these generic assessments and measures and include activity specific details and changes	**Overall plan** A layout plan covering capacity numbers, position of furniture, pedestrian routes, entry supervision and appointment of temp responsible persons, contact tracing and other responsibilities, and distancing arrangements to be prepared in respect of each activity that will meet requirements of Covid safe venue	IFCA Trustees Peter Smith	• Layout plan or sketch drawing detailing room/furniture layout seating / visitor capacities **NB:** Nothing in this risk assessment should detract from other health & safety and fire action policies and procedures in place	IFCA Trustees Peter Smith
		Operational arrangements established for how activity will be conducted in accordance with Government guidelines and risk assessment measures. These will cover measures to be taken in advance of and during activity and include: • materials used, • reporting requirements • appropriate signage • use of toilets and other facilities as necessary		• Details of screening, cordoning off, queueing system. Any equipment not to be used under certain conditions. • How service will be delivered to customers • Details of generic and activity-specific signs in place	
		Personal precautions/ hygiene • precautions to be taken by staff and visitors to limit transmissions such as washing/sanitising hands, use of face coverings and gloves etc collection and handling of materials that have been used by others		• Personal hygiene arrangements and who they apply to e.g. bar staff, users handwashing, gloves, face coverings etc	
		Cleaning arrangements in place both before starting an activity and ongoing arrangements and post use cleaning		• Description of IFCA preparation and ongoing cleaning. • Description of users cleaning requirements before during and after period of hire/use	
		Communication and training • 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 • Staff briefing and training carried out to allow informed compliance with arrangements and precautions being taken and ability for staff to provide feedback		• Relevant notices /handouts and other documents giving effect to plan displayed and/or provided to users • Awareness raising and training provided to staff/contractors etc to give effect to plan	

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	• 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	• Every toilet in the centre flushed and taps opened every 2 weeks, including from 23.12.2020 Including: - committee room sink - Upstairs toilets and sinks - Main men's, women's and disabled toilets and sinks - Tea bar sink - Dressing Room toilets and sinks • Kitchen and Bar sinks used by Peter and Billy on various occasions during lockdown • Dressing Room toilets and sinks in use since 15th May on various occasions by Steve and his team in addition to above. • If Legionella presence is suspected, bacteriological testing should be arranged by a qualified professional	Karen Peter/Billy

Table 3: Takeaway service with effect from 19 June 2020

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Prevent Transmission Of coronavirus	Provision of Takeaway food & coffee van By Peter Smith **Community Centre Remains closed**	<u>In Advance</u> • Following safe handling and cleaning procedures of food and other items delivered or brought onto premises for use in take-away service • Outdoor furniture available for use by public w.e.f 12 April 2021. • Adequate signage displayed • Encourage contactless payment <u>Ordering</u> • Telephone ordering to reduce queues and stagger pick up times • Encourage contactless payment <u>On the day</u> • Minimise contact between kitchen and front of house • Create physical barrier between front of house and customers • No access to premises for people waiting or collecting takeaways. No access to toilets. -From 4/7, access to premises and toilets allowed. Now closed until 17 May • Any touched surface within the serving area will be sanitised between customers	Peter & Billy Peter Karen 17/06 Peter Peter Peter Billy & Front of House Peter Peter Front of House	<u>In Advance</u> • 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 • 2m distances will be marked on the floor. • Signs along hall windows re: direction of queue, 2m distance, no access to building, procedures for safe payment <u>Ordering</u> • Procedures re collection and contactless payment communicated to customers when placing order by phone and via website, Ingatestone News and Facebook advertising. <u>On the day</u> • Tables and café barrier placed inside foyer across vestibule area to either prevent entry or allow one customer at a time and to allow safe distance to serve from. • Bin available outside for customers to dispose of any gloves etc they choose to use	Done 13/05 & 06/05 Peter & Billy Peter Peter/Wis Karen 17/06 Peter Karen and Jacky 16/06 advertising Peter Peter Peter

		• Where cash is paid hand sanitiser will be used after every transaction	Front of House	• Staff will have access to hand sanitiser, surface sanitiser, paper towel and a bin for disposal • Staff will all follow social distancing and handwashing / sanitising procedures as outlined • Customers will remain outside. They will be directed through car park to join rear of queue along the outside of the hall by notice in A frame placed to block walkway. This doesn't happen Appropriate signage will be displayed on blackboards on the day stating procedure for queuing and collection of orders • Hall door kept opened, kitchen door closed. • Staff to collect completed orders from hatch in hall or directly from kitchen when only Peter and Billy are working • Front of house staff to wash hands / sanitise before each collection • Sauce sachets will be available on request, they will be stored away from the serving area • Staff to spray clean and wipe the serving table and card reader regularly and if touched	All staff Peter Peter Peter Front of House Front of House Front of House Front of House Front of House

Table 4: Re-opening of the bar with effect from 4 July 2020 **BAR CURRENTLY CLOSED WEF 05.01.21**

Hazard	Area /activity	Principal Measures	Resp	Other Measures	Resp
Prevent transmission of coronavirus	Re-opening of bar on 4th July **Community Centre Remains closed**	In advance • Socially distanced layout for outside areas, the bar and the Hall with increased outdoor seating and standing • provide one-way pedestrian routing with separate entrance and exit points to minimise close contact • Signage displayed on social distancing & pedestrian routing • Cordon off unused areas of Centre to limit contamination • Limit use to members only to give effect to registration and contact tracing capability (first weekend only)	Peter Smith	• Letter to members and social media used to disseminate advance awareness of Covid -19 measures being taken • Reduce capacity by removing some tables and bar stools • Screens erected in Hall to separate usable and non-usable areas • Dart board removed and only two games machines to be available for use • Floor markings are outside toilets, along corridor, to ensure social distancing • No loud music to be played; Live sports to be broadcast at reduced sound level; Minimising chances of people shouting, singing or raising their voice etc. by reducing background noise levels of music / TV	Karen Peter Smith Peter Smith
		• Table service provided for ordering and payment wherever possible		• No more than 6 per table from no more than 2 households allowed inside the bar area • No drinking while standing or congregating allowed inside the building • Upgraded till to record members on the premises • Non-members to be recorded in the register on the bar	Peter Smith

				• People can order at the bar, but not stand at bar • Eating utensils only put out after orders taken • Sanitise terminal after every use	
		• Cleaning & sanitising procedures in place with ample supply of masks and gloves /sanitiser provided • Control use of toilets • contact with used glassware and plates minimised		• Wear gloves and change after every transaction **OR** wash hands and sanitise after every transaction • Sanitiser to be available for customer use on arrival and departure • Front of house staff to wash hands / sanitise after each contact with customers • Reduce number of sinks, cubicles and urinals in use to allow for social distancing • Rota for cleaning/sanitising in place and record kept • Tables and chairs sanitised after each use allowing sanitiser to rest on surface before wiping • Gloves and only bottom of glasses touched • Collection basket used for glassware /plates etc • Glasswasher used • Disposable menus used • Gloves/hand washing/sanitising after transactions at the till or terminal	Peter Smith and bar staff Peter Smith and bar staff
		• Staff trained and aware of risk & measures taken		• Staff briefing sessions held • Temperature checks and log kept for bar staff at start of each shift • No eating /drinking behind the bar • Staff can wear masks when in contact with others and gloves to clear tables	Peter Smith

				• Staff wash hands or sanitise after contact with used furniture, handling money/cards and till transactions • All staff aware and observe 1 metre plus distancing • Till screen to be sanitised as often as possible	

Table 5: Re-opening of Snooker Room (SR) with effect from 23 July 2020 **SNOOKER ROOM CURRENTLY CLOSED WEF 05.01.21**

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Prevent Transmission Of coronavirus	Opening of Snooker & Pool room With effect from 23rd July **Community Centre remains closed**	<u>In Advance</u> • Snooker & Pool room (SR) to be cleaned by Centre cleaner • Designate one toilet outside the SR for use by office staff only; second toilet will be unisex use • SR, toilets and stairs/handrails to SR to be cleaned regularly. SR, stairs and toilets daily. Toilets, per schedule if tables in use. • Table beds to be brushed and ironed twice weekly • Polished wood surrounds of the tables, rests, triangles, scoreboard, cues, balls and coin machine to be cleaned • Tables to be numbered to assist with booking process • 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 • Assess number of triangles/rests – equipment should not be shared • Bin to be available in SR for disposal of cleaning materials; emptied twice weekly Monday and Friday • Adequate signage displayed, instructions for use prepared • Maximum 4 people in room at any one time, including accompanied children. 2 people per table <u>Pre booking</u> • Members wishing to play must pre book and at least half hour to be left between each booking to allow for cleaning and staggered start/finish. • Members should be encouraged to bring their own equipment if possible	Peter Lee Peter John Inverarity Ron Johnson Karen Karen Karen Karen Lee/ Brenda/ Karen	<u>In Advance</u> • SR to be dusted, wiped & vacuumed by Centre cleaner, including tables, chairs and windowsills • Change of signage required • Members to sanitise all touched surfaces, balls, equipment, door handles before and after use. • We have not found a solution to the brushing/ironing/spray cleaning of the cloths between users but have scheduled a 30-minute break between sessions to allow additional time for player crossover. Players will be touching the cloths and breathing over it but there is little indication that the virus remains active on cloth for any length of time. With the extensive rules we have drafted, including the requirement to sanitise hands before entering the room, open windows and remain on the allocated table, we assess the risk of people picking up C-19 from the cloths as **LOW**. • Letter to members and social media used to disseminate advance	Peter Karen Trustees/Lee Karen/Jacky

		Playing • Entry via one way entry system (in through side entrance to the bar, out of bar through High Street door and upstairs) • Report to bar where membership card must be swiped to assist 'track and trace' • Card will be retained by bar staff while playing • Instructions for use issued • Player to sign to indicate acceptance of instructions • Balls to be stored in snooker room (usually collected from bar) • Members asked to clean polished wood surrounds of the tables, triangles, scoreboard, rests, cues, balls and coin machine before AND after each use • Door key to be returned and membership card to be collected from bar via one way system (down the stairs, out the High Street door and round the side. In the side entrance and into the bar) • Drinks allowed upstairs. All glasses to be returned to the bar	Bar staff Bar staff	awareness of Covid-19 measures being taken • Keep Pool table closed, balls removed and notice on table Pre-booking • Procedures re storage of balls communicated to customers when booking • Booking paperwork/table numbering –include name, membership number, signature and timeslot Playing • Sanitiser to be available for customer use on arrival and departure from Centre	Bar staff Peter

Table 6: Office working with effect from 24 August 2020

Hazard	Area /activity	Principal Measures	Resp	Other Measures	Resp
Prevent transmission of coronavirus	Office working **Re-opened Monday 24th August 2020** **Staff continue to work from office and from home, as necessary. Staff can walk to work and prefer to be in the office if possible. Office is not open to the public.**	Layout plan • Committee room to be used as a temporary additional office with tables moved and the office reconfigured to allow 2m social distancing and limit time more than one person in the same room • Discussions held with staff as to their preference for coming back to the office. All **can** work from home but are keen to return to the office. In the first instance, it is agreed that we will advertise **one hour Mon – Thurs** open to public although staff may be on site for more than this. • Kitchen area in committee room separated and staff aware to keep their distance • One toilet outside the snooker room designated for use by office staff only; second toilet will be unisex use • Reduce likelihood of public ignoring self-distancing from staff by closing doors and/or using retractable belts across doorways. • Arrange online/telephone booking and cashless payments. Card payment facility being looked at • Provide screen for any reception office. Discussed and not considered necessary.	Karen Lee Karen Lee/Karen	• Signage on stairs to remind people to give way/one person on the stairs at any one time. • Retractable belt installed at the bottom of the stairs and at entrance to the committee room to limit access by general public • Toilets and stairs/handrails to be cleaned daily/per cleaning schedule • Signage and lock changed. • 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 • Visitors to wear face coverings • Premises checks undertaken during lockdown and as part of opening bar: boilers, fire alarm, kitchen ducts, water (legionnaire's) • Staff encouraged to wash hands/use sanitiser before and after using the computers	Karen Karen/Ken Peter Karen/Ken All staff All staff

				• Surfaces and equipment to be cleaned by staff before use. Door and window handles, light switches, tables, chair backs and arms. copier, laminator, shredder	
		Communications		• Mailchimp to members and social media used to inform public that office is open 11am -12 noon, Monday to Thursday. Covid-19 measures taken but also offer opportunity for specific appointments and email contact in first instance.	Karen/Jacky

Table 7: Re-opening of main Hall for hire /use (Committee room not for hire) **MAIN HALL CURRENTLY CLOSED WEF 05.01.21**

Hazard	Area	Principal Measures	Resp	Other Measures	Resp

Prevent transmission of coronavirus	Opening of Community Centre to hirers – **Hall closed for public use other than exempted activities**
	[NB many events will require specific risk assessments. These are shown in sub-tables below]
	
	[NB Tea bar out of use]
	Except where specific arrangements in place
	
	[NB Dressing room out of use because classed as changing room under Government guidance]
	
	.
		Layout plan
		• Trustees responsible for implementing all current guidance from government sources. This risk assessment (RA) incorporates the mandatory use of face coverings in Community Centres but not for indoor exercise classes.
		
		• For performances, limited seating, spaces between individuals/groups/fill from front
		
		• Specified hall layout for tables/class; mark out 2metre waiting area outside all potential entrances with tape/chalk to encourage care when queueing to enter. Social distancing signage
		
		• Pinch points in corridor between entrance lobby and bar. Also, main entrance and hall doors. Corridor marked with 2m spacing.
		
		• Adopt one way system for entrance/exit for hall users wherever possible
		
		• **Note** hirers not to access stage unless by arrangement
		
		• Terms & Conditions amended for C-19 and Special Conditions of Hire will be issued to users of the hall, together with this RA.
		
		• The hirer shall prepare a risk assessment describing and covering the proposed use. The risk assessment shall include;
		  • The name of a temporary responsible person on behalf of the hirer
		  • Details for recording attendance for contact tracing purposes
			Trustees
			
			Lee/Jacky/ Karen
			
			Karen/ Jacky with hirer
			
			Jacky/Lee
			
			Karen/ Jacky with hirer
				Hirer to be informed of responsibilities in respect of their own risk assessment; nominating temporary responsible person and maintaining social distancing
				
				Capacity considered by office staff; floor marked out
				
				Check hand sanitiser daily
				Provide more bins in entrance hall. Empty regularly
					Karen/ Jacky
					
					Jacky/Karen
					
					Peter
					Karen/Peter

		• Nature of and IFCA facilities/ equipment being used such as chairs and tables • The social distancing arrangements agreed with IFCA and the numbers of individuals to be present • The hirers instructions to those attending including; stay- at-home guidance for anyone who is ill; location and use of coronavirus first aid kit; and reporting if subsequently infected with coronavirus; • The measures to be taken in respect of personal hygiene, including use of sanitisers; use of IFCA toilets use of face covering • The cleaning arrangements at the end of the session for the facility surfaces and any equipment used <u>Signage</u> • Appropriate signage displayed, as required by government guidelines, including Covid secure notice and requirements for face masks to be worn when visiting <u>Operational arrangements</u> • Each hirer to supervise capacity limits and provide their own risk assessment (See above) • Social distancing to be observed as people congregate before entering premises. • Tables and chairs to be used in rotation where possible to maximise non-contact period <u>Toilets</u> Toilets in use to public since bar opened 4 July. Signage about social distancing in place and regular cleaning in place	Karen/Lee Peter	Stay at home guidance if unwell to be displayed at entrances and in Main Hall. Also, mandatory face coverings (other than for indoor exercise	Karen

	Staff, contractors and volunteers	• Follow stay at home guidance if unwell • Protective overalls, plastic and rubber gloves and face covering provided to staff, if required • Any on site contractors required to provide their own PPE and confirmed on arrival **Note:** Consider whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate risks, particularly for any 'vulnerable' people or those over 70, or whether they should cease such work for the time being. Discussed and agreed ok.		• Staff and volunteers will need to be warned immediately if someone tests positive for COVID-19 who has been on the premises. • Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.	
	Staff/volunteers carrying out cleaning, caretaking or internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.	<u>Cleaning</u> • **Thorough clean to be undertaken prior to reopening** • 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. **Note:** Cleaning of surfaces in frequent use -door handles, light switches, tables, chair backs/seats etc., needed between uses. Basins, toilets/handles, baby changing and vanity surfaces, mirrors -per cleaning schedule	Peter Jacky /Karen with hirer Peter	• Cleaner to check area outside doors for rubbish which might be contaminated, e.g. tissues • Ordinary litter collection arrangements can remain in place. Plastic gloves to be used. • Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently • Clean metal/plastic parts of chair backs regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves. Hirer to be informed	Peter Peter Jacky/Karen Jacky /Karen with hirer

	Use of entrance/car park / paths / outdoor areas associated with arrival & departure to achieve social distancing	• Car park machines are possible 'pinch points' at busy times • Allow sufficient time between bookings and additional setting up /departure time so that people do not need to wait near entrances **Note:** Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.		• carpark payment machines are exposed to rain and sunlight (UV) and people are now aware enough to use their own sanitiser if they are concerned about touching things. Machines will be sanitised only in the event of known contact from infected persons.	
		Communications • Adverts for all events to include Coronavirus precautions • RA shared with staff and contractors/volunteers (Steve Bearpark, Ken Craythorne, Mikee)	Trustees/Lee	• RA displayed • It is important people know they can raise concerns. Staff feedback loops to Lee and trustees provided.	Karen Lee
	Blood donor sessions **Held 8th & 22nd October 2020** **18 Feb 21** **11 March 21** **Scheduled** **10 June** **1 July**	• Agree advance with NHSBT service layout and any special cleaning regime required		• Trustee/ staff member to be available during setting up and closure of initial session	John G
	Community Cinema	• Limit audience capacity to 36 • Follow Cinema for All guidance on collection and return of screening equipment		• Face coverings mandatory	
	Polling Day – Elections use	Hall, tea bar, main hallway and toilets to be cleaned 05.05.21 and 07.05.21 for Polling Day use 6 May.		• Face coverings mandatory	

Table 8: Re-opening of Fryerning Parish Room for hire/use

Hazard	Area	Principal Measures	Responsibility	Other Measures	Resp

Prevent transmission of coronavirus
 	
Reviewed 02.05.21 in light of forthcoming local elections, 06.05.21 – permitted activity
	Opening of FPR to hirers – **FPR remains closed since March 2020**
	[NB events will require specific risk assessments to be provided by hirer]
	
	[NB kitchen out of use]
	
	FPR is an unmanned hall. Consider further implications for risk of C-19 transmission
	
	NB: Nothing in this risk assessment should detract from other health & safety and fire action policies and procedures in place
		• Trustees/FPRA responsible for implementing all current guidance from government sources. This risk assessment (RA) incorporates the mandatory use of face coverings in Community Centres but not for indoor exercise classes/snooker. Must also consider current 'Rule of 6' – also not for exercise classes.
		
		• For performances, limited seating, spaces between individuals/groups/fill from front
		
		• Specified hall layout for tables/class; mark out 2metre waiting area outside all potential entrances with tape/chalk to encourage care when queueing to enter. Not feasible? Social distancing signage
		
		• Consider key collection/return arrangements
		
		• Adopt one way system for entrance/exit for hall users wherever possible – in through side door, out through main door?
		
		• Terms & Conditions amended for C-19 and Special Conditions of Hire will be issued to users of the hall, together with this RA.
		
		• The hirer shall prepare a risk assessment describing and covering the proposed use. The risk assessment shall include;
		  • The name of a temporary responsible person on behalf of the hirer
		  • Details for recording attendance for contact tracing purposes
		  • Nature of and IFCA facilities/ equipment being used such as chairs and tables
			Trustees/FPRA
			
			Lee/Jacky/ Karen/FPRA
			
			Lee/FPRA
			
			Karen/ Jacky with hirer
			
			Jacky/Karen Trustees/FPRA
			
			Karen/ Jacky with hirer
				Hirer to be informed of responsibilities in respect of their own risk assessment, nominating temporary responsible person and maintaining social distancing
				
				Capacity considered by office staff; floor marked out
				
				Provide more bins in hall.
				Hirers to dispose of own waste.
				
				To check with Dave – opening hours?
				
				To include in T&C?
				
				Cleaning regime and hand sanitiser supplies to be checked for each hire.
					Karen/ Jacky
					
					Jacky/Karen/ FPRA
					
					FPRA
					
					Karen/Lee
					
					Jacky
					
					Jacky/Karen/ FPRA cleaner

.		• The social distancing arrangements agreed with IFCA and the numbers of individuals to be present • The hirers instructions to those attending including; stay- at-home guidance for anyone who is ill; location and use of coronavirus first aid kit; and reporting if subsequently infected with coronavirus; • The measures to be taken in respect of personal hygiene, including use of sanitisers; use of IFCA toilets; use of face covering • The cleaning arrangements at the end of the session for the facility surfaces and any equipment used <u>Signage</u> • Appropriate signage displayed, as required by government guidelines, including Covid secure notice and requirements for face masks to be worn when visiting • precautions to be taken by staff and visitors to limit transmissions such as washing/sanitising hands, use of face coverings and gloves etc handling of materials that have been used by others <u>Operational arrangements</u> • Each hirer to supervise capacity limits and provide their own risk assessment (See above) • Social distancing to be observed as people congregate before entering premises. • Tables and chairs to be used in rotation where possible to maximise non-contact period <u>Toilets</u> Signage re social distancing and regular cleaning in place. Consider cleaning sign sheet – toilets and hall so hirer knows when it was last done.	Karen/Lee Karen	Signage and positioning/sufficiency of hand sanitiser stations checked by Lee/Karen Thursday 15 April 2021. Stay at home guidance if unwell displayed at entrances and in hall. Also, mandatory face coverings (other than for indoor exercise)	Lee/Karen/ FPRA Lee/Karen/ FPRA

	Staff, contractors and volunteers	• Follow stay at home guidance if unwell • Protective overalls, plastic and rubber gloves and face covering provided to staff, if required • Any on site contractors required to provide their own PPE and confirmed on arrival **Note:** Consider whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate risks, particularly for any 'vulnerable' people or those over 70, or whether they should cease such work for the time being. Discussed and agreed ok.		• Staff and volunteers will need to be warned immediately if someone tests positive for COVID-19 who has been on the premises. • Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.	
	Staff/volunteers carrying out cleaning, caretaking or internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.	<u>Cleaning</u> • **Thorough clean to be undertaken prior to reopening** • **Refer to Table 2 – Legionella risk** Ref Janet Collins email 19/2/21 – water run through taps and toilets. Consider: • 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. • Regular, pre hire cleaning required **Note:** Cleaning of surfaces in frequent use - door handles, light switches, tables, chair backs/seats etc., needed between uses. Basins, toilets/handles, vanity surfaces, mirrors - per cleaning schedule Hall to be cleaned 05.05.21 per Janet Collins email 19/4/21	FPRA FPRA Jacky /Karen with hirer FPRA	• Cleaner to check area outside doors for rubbish which might be contaminated, e.g. tissues • Ordinary litter collection arrangements can remain in place. Plastic gloves to be used. • Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently • Clean metal/plastic parts of chair backs regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves. Hirer to be informed	Jacky/Karen Jacky /Karen with hirer

	Use of entrance/car park / paths / outdoor areas associated with arrival & departure to achieve social distancing	• Allow sufficient time between bookings and additional setting up /departure time so that people do not need to wait near entrances **Note:** Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.	Jacky /Karen with hirer		
		<u>Communications</u> • Adverts for all events to include Coronavirus precautions • RA shared with staff and contractors/volunteers (Steve Bearpark, Ken Craythorne, Mikee)/FPRA	Trustees/Lee/ FPRA	• RA displayed • It is important people know they can raise concerns. Staff feedback loops to Lee and trustees provided.	Karen Lee

Table 9: Tuesday Home Comfort Cafe with effect from 6 October 2020 **CURRENTLY CLOSED WEF 05.01.21**

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Prevent Transmission Of coronavirus	Provision of Tea, coffee and cake By Debbie & Emma (Home Comfort Café) **Currently closed. Depending on restrictions may operate as A 'support group for up to 15.** Separate Risk Assessment provided Also see IFCC Table 7 (provided to Emma & Debbie)	• Following safe handling and cleaning procedures of food and other items brought onto premises for use in Café service • Community Centre judged a Covid secure venue, following government guidelines • All relevant signage and NHS track and trace QR code displayed • Encourage contactless payment • Tea bar to undergo deep clean prior to 6 October • All tables & 1 rack of chairs to be cleaned & sanitised Monday 5 October • Tables of 6 set out in hall, furniture not to be moved during event. Tables and chair backs to be cleaned once set out • No craft stalls or other sellers in the hall • Table service only. Tables and chair backs to be wiped down between customers. • Debbie and Emma working in a bubble behind tea bar and providing table service. • Limited menu on offer; no raffle to be held • Customers are expected to stay seated and not move between tables. • Entrance and exit via main hall and entrance doors (not one way). Wide doors, not considered a pinch point as people will arrive and leave at different times.	Emma & Debbie CIEH Level 2 Award in Food Safety Karen Emma & Debbie Peter Ken Craythorne Jacky, office team Jacky, Karen Emma & Debbie Emma & Debbie Emma & Debbie	• All food hygiene regulations will be adhered to BBC Food Hygiene Rating – Awaiting Inspection, 23 April 2020. • Hall and tea bar have bottles of hand sanitiser and surface cleaner available • Debbie & Emma to wipe surfaces before and after event • Max 40 plus D&E, 6 tables of 6 plus 1 of 4 • Emma & Debbie have been provided with hand sanitiser, surface sanitiser, paper towel and bins for disposal	Emma & Debbie Karen Karen