Table 1: All activities

Hazard	Area /activity	Principal Measures	Responsibility	Other Measures	Resp
Prevent		Overall plan	IFCA Trustees		IFCA
transmission	All activities			<b>NB:</b> Nothing in this risk assessment should	Trustees
of		Follow Government guidance and restrictions in force	Peter	detract from other health & safety and fire	
coronavirus	subsequent			action policies and procedures in place	Peter
	sections are	All activities to be considered in light of the need to be cautious			
NOTE:	based on	but in the knowledge that all restrictions have been lifted.	Lee		
Community	these generic	Some signage to remain in place – handwashing/sanitising, 'do			
Centre and	assessments	not enter if unwell', QR sign in code for those who wish to use			
FPR open	and measures	it. Signs will be displayed encouraging the wearing of face			
from 19 July	and include	coverings.			
2021	activity				
	specific details	Operational arrangements for how activity will be conducted in			
	and changes	accordance with Government guidelines and risk assessment			
		measures.			
		• consideration of capacity – cautious return of activity	Jacky/Karen		
		Personal precautions/ hygiene	All	Use of General signage	Office
		precautions to be taken by staff and visitors to limit			
		transmissions such as washing/sanitising hands, use of face			
		coverings /distancing			
		Cleaning arrangements			
		• in place but consideration to be given to whether additional	Jacky/Karen		
		cleaning is required			
		Communication and training			
		any precautions/restrictions that are needed are			
		communicated (in advance of activity being carried out) to	Jacky/Karen		
		staff and relevant users/visitors with copies of advice			
		available			

Table 2: Prevention of legionella

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Prevent	All activities	Follow CIEH guidelines on Legionnaires disease lockdown		Every toilet in the centre flushed and	
build up and	using stored	risks and re-opening safely to minimise risk of inhalation	Trustees	taps opened every 2 weeks during	Karen
transmission	water supplies	of water droplets or spray		lockdown. To be continued in	
of legionella	including			dressing room while this is not being	
	toilets, cooling	Flush all toilets and hot water supplies in sinks at low		used	
	units, hot	velocity weekly where not regularly in use to remove			
	water,	standing water left in pipes or cisterns	Karen		
	cisterns,				
	outlets	Run hot water taps in dressing room for 1 minute at each			
		of 4 sinks, to empty mini tanks under the sinks which feed	Karen		
		the hot water taps			

Table 3: Takeaway service

delivered or brought onto premises for use rice	Peter & Billy	pest control have inspected	Done
alianda da l			
e displayed Pe	Peter	<ul> <li>All food hygiene regulations will be adhered to as usual</li> </ul>	Peter &
etless payment Pe	Peter	<ul> <li>Kitchen will have dedicated bottles of hand sanitiser and surface cleaner as usual</li> </ul>	Billy
:tl	ess payment	ess payment Peter	hand sanitiser and surface cleaner as

Table 4: Re-opening of the bar

Hazard Area /a	/activity	Principal Measures	Resp	Other Measures	Resp
of 19 July accord with	ing of bar ly 2021 in dance	<ul> <li>Some (but not all) of the bar tables and chairs will be returned to the bar.</li> <li>Bar stools will be returned to bar and customers are permitted to order/sit at the bar</li> <li>Covid 19 signage retained in the toilets at least for a while (2m distance, hand washing)</li> <li>Some cubicles not in use</li> <li>Cleaning regime: overseen by Peter. Premises cleaned first thing every morning.</li> </ul>	Peter	<ul> <li>Peter will monitor behaviour of customers and potential risk to staff</li> <li>Temperature checks and log kept for bar staff at start of each shift</li> </ul>	Peter

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

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Transmission S	Opening of Snooker & Pool room	<ul> <li>Retain signage encouraging the wearing of face coverings</li> <li>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</li> </ul>	Lee		

**Table 6: Office working** 

Hazard	Area /activity	Principal Measures	Resp	Other Measures	Resp
Prevent	Office working	Usual office hours – 10am – 1pm Mon to Thurs		Hand sanitiser available at the	
transmission				bottom of the stairs and inside the	
of		One toilet outside the snooker room designated for use by		office/committee room, together	
coronavirus		office staff only; second toilet will be unisex use		with anti-bacterial wipes and/or	
				cloths for use as necessary	
		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			
		people to pay online			

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	<ul> <li>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</li> </ul>	Trustees	Monitoring measures in place	Office
	guidelines 19/7/21	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)	Jacky/Karen	Check hand sanitiser bottles regularly	Peter /cleaner
		<ul> <li>Some signage to remain in place:</li> <li>Two main entrances</li> <li>QR code for NHS test &amp; trace check in</li> </ul>	Lee/Jacky/ Karen		
		<ul> <li>don't come in if you're ill</li> <li>Side entrance         <ul> <li>encouragement to wear face coverings</li> </ul> </li> <li>High Street hallway         <ul> <li>encouragement to wear face coverings</li> <li>please use hand sanitiser</li> </ul> </li> <li>Side entrance hallway</li> </ul>	Peter		
		<ul> <li>please use hand sanitiser</li> <li>encourage handwashing</li> <li>Main toilets</li> <li>Keep your distance</li> <li>encourage handwashing</li> </ul>	Jacky/Karen	Cleaning materials available in the hall	
		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.	Peter		
		<ul> <li>Hirers advised that they will be required to set out/put away their own tables &amp; chairs and to wipe them before use, if required.</li> </ul>			

Ingatestone Community Centre –	Coronavirus Risk Assessment Version No. 8.3	Date: 05/08/2021	
	Communications	RA displayed on website	Karen
Blood donor sessions Scheduled 7, 14 October	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
<u>Community</u> <u>Cinema</u>	Face coverings encouraged and other measures announced before film starts	Greater spacing between seats Windows open	

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

Hazard	Area	Principal Measures	Responsibility	Other Measures	Resp
Prevent transmission of coronavirus	Opening of FPR to hirers –  Reopen in accordance with guidelines wef 19 July 2021  NB: Nothing in this risk assessment	<ul> <li>Trustees responsible for implementing all current guidance from government sources. This risk assessment (RA) reflects the lifting of all Covid 19 restrictions wef 19 July 2021</li> <li>Consider key collection/return arrangements in place</li> <li>Regular cleaning in place. Hand sanitiser stations to be monitored and refilled as necessary by FPRA/cleaner.</li> </ul>	Trustees/FPRA	Hand sanitiser stations to be checked by FPRA/cleaner	
	should detract from other health & safety and fire action policies and procedures in place	<ul> <li>Signage</li> <li>Appropriate signage displayed such as washing/sanitising hands, QR code</li> </ul>	Lee/FPRA	Stay at home guidance if unwell displayed at entrances	

**Table 9: Tuesday Home Comfort Cafe** 

Hazard	Area	Principal Measures	Resp	Other Measures	Resp
Prevent transmission of coronavirus	Provision of Tea, coffee and cake By Debbie & Emma (Home Comfort Café)	<ul> <li>Following safe handling and cleaning procedures of food and other items brought onto premises for use in Café service</li> <li>Appropriate signage and NHS track and trace QR code displayed – signage as per Table 7</li> </ul>	Emma & Debbie CIEH Level 2 Award in Food Safety	All food hygiene regulations will be adhered to BBC Food Hygiene Rating – Awaiting Inspection, 23 April 2020.	Emma & Debbie
		Encourage contactless payment		Hall and tea bar have bottles of hand sanitiser and surface cleaner available	Karen