

COVID-19 Risk Assessment for use of Croft Field Centre from 19th July 2021

All government restrictions with regard to Covid-19 were removed as from 19th July 2021. This risk assessment is to assess and minimise risk to users of the Centre going forward.

The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

Orange – Actions that are strongly recommended

Green – Actions for consideration

Area or People at Risk	Risk Identified	Actions to take to mitigate risk	Notes
Staff, contractors, hirers and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning contractors - 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. Occasional Maintenance contractors, volunteers, hirers and staff – Contracting virus by touching unclean surfaces or passing virus on asymptotically	Display ‘Stay at home if unwell’ guidance at entrance and in both halls. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. All advised to wash or sanitise hands, before and after entering. All to advised to wear face covering inside the building. Hand sanitiser to be available at entry to building and in both halls. Cleaning spray, paper towels and pedal bins to be available in both halls and toilets.	Check cleaning contractors are providing additional and deep cleaning where required, wearing PPE and washing clothes etc. Request sight of their Risk Assessment. Limit the access of staff/volunteers/contractors unless necessary.
Staff, contractors, hirers, volunteers – think about who could be at risk and likelihood of them being exposed	Staff/volunteers/hirers/contractors, could be exposed if a person carrying the virus has entered the premises or falls ill. Those who have not had double vaccinations are at greater risk of serious illness,	All advised carry out lateral flow tests at home before entering the building and not to enter building if infected. All advised to use hand sanitiser and to wear face coverings inside the building. QI code to be displayed and hirers requested to use track and trace, either via NHS app, or	Maintain more regular contact with staff to ensure they are coping with extra responsibilities.

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	Mental stress from handling the new situation.	by physically recording contact details of all parties present.	
Car Park/paths/gazebo/field	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People congregate in the gazebo. People drop tissues.	<p>All to be advised to maintain social distancing whilst queuing.</p> <p>QI posters to be displayed and track and trace forms to be made available to hirers.</p> <p>All to be advised to follow track and trace procedures</p> <p>Caretaker asked to check car park and gazebo for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Social distancing in outside areas is less risky. The main risk is likely to be where people congregate or for vulnerable people.</p> <p>Hirers are asked to dispose of their rubbish in the bin bags provided and put them in the wheelie bin.</p> <p>Ensure wheelie bin handles are cleaned regularly.</p> <p>Caretaker has a supply of plastic gloves.</p>
Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area. Door handles, light switches, alarm and entrance keypad -all in frequent use.	<p>Identified “pinch points” are corridor, doorways, and access to toilets. A one-way system is in place with directional signage.</p> <p>Doorguards are fitted to both hall doors and the corridor door to allow them to be safely left propped open whilst the hall is being used.</p> <p>Door handles, light switches, keypads to be cleaned regularly.</p> <p>Hand sanitiser is provided by the entrance.</p> <p>All to wear face covering inside the building.</p> <p>Poster is on display at entrance to advise guidance for safe use of the hall.</p>	<p>Supply of hand sanitiser needs to be checked before use of premises.</p> <p>Check doorguards in operation. Make sure all signage remains in place.</p> <p>Check cleaner is signing the poster to show date of last clean and that premises have been covid19 cleaned or quarantined so safe to use prior to hire.</p>

Main Halls	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use. Including carpet tiles and window blinds</p> <p>Hirer's equipment</p> <p>Social distancing to be observed.</p> <p>Good ventilation required to lessen the likelihood of transmission</p>	<p>Hirers asked to clean surfaces and touch points before and after their event.</p> <p>Hirers asked to clean surfaces in toilets after each use.</p> <p>Signage to be displayed.</p> <p>Hirers encouraged to bring antibacterial wipes or use spray provided.</p> <p>Cushioned chairs can be out of bounds if cleaning is difficult.</p> <p>Hirers to be responsible for the cleaning of their own equipment brought to the premises.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Posters encouraging handwashing and social distancing displayed.</p> <p>Hirers advised to keep doors and windows open to maximise ventilation and to adhere to one way system within the building to assist with social distancing.</p>	<p>Cushioned chairs are provided – check with cleaners how these will be cleaned.</p> <p>Consider removing any items which are more difficult to clean and likely to be touched by the public.</p> <p>Consider splitting larger groups between the two halls.</p> <p>Hirers are reminded to secure premises on exiting. Caretaker may need to check building is left secure.</p>
Kitchen areas within halls	<p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided.</p>	<p>Supply of soap and paper towels available in both kitchen areas to be checked regularly.</p>
Store cupboards (cleaner, hirers, staff)	<p>Access to supplies of toilet paper, paper towels, antibacterial spray, liquid soap</p> <p>Vacuum cleaner/dustpan and brush</p>	<p>Cupboard surfaces and handles of cleaning equipment to be cleaned</p> <p>Stocks regularly replenished</p>	<p>Contractor to ensure their other cleaning chemicals are stored in a separate locked cupboard for access by the cleaner only.</p>

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			<p>Dedicate a storage cupboard for stocks available for hirers and clearly label.</p> <p>Vacuum cleaner and dustpan and brush to be made available for hirers to use.</p>
Storage Room (hirer's equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved in and out	Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	Currently only the one hirer stores equipment in this room and it remains locked. Consider whether rearrangement or storage racks/trolleys will facilitate social distancing. Check with hirer involved about the cleaning of the storage room.
Toilets and showers	Surfaces in frequent use = door handles, light switches, basins, toilet handles, dispensers, seats etc. surfaces, mirrors.	Posters displayed requesting users to clean all surfaces after use during the hire period, using spray and paper towels provided. Towels to be disposed of in bin not down the toilet. Consider installing engaged/vacant signage. Posters to encourage 20 seconds hand washing displayed.	<p>Ensure soap, paper towels, and toilet paper are regularly replenished in the dispensers/ holders provided and hirer knows where to access for restocking if needed.</p> <p>As more bins are provided, they need to be regularly emptied.</p>