



COVID-19 Risk assessment for re-opening Car Park and Pavilion

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Action by:	Date completed:
<p>Members, Hall hirers and their groups, Contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood they could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. If someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Members/volunteers provided with protective gloves. Hall hirers & Contractors must provide their own. Volunteers (e.g. cleaner) advised to wash outer clothes after cleaning duties.</p>	<p>Signs to be posted by FAC</p>	<p>28/07/20</p>
		<p>Volunteers given PHE guidance. In the event of a user of the premises or bowls green testing positive for CV-19 the club secretary should be notified.</p>	<p>S.C to order gloves</p>	<p>21/07/20</p>
		<p>A marked bin will be placed in the hall specifically for disposing of tissues and cleaning cloths. The bin bagged contents will be removed every Monday morning and taken away for disposal with a volunteer's general household waste.</p>	<p>S.C. to notify all</p>	
		<p>Hall hirers are advised that they are contractually responsible for the health and safety of their groups.</p>	<p>FAC to mark bin Volunteer (S.C) to empty bin</p>	<p>7/08/20</p>
		<p>From 8/08/20 all Pavilion users will be asked to wear face masks/coverings while on the premises. Signage to be displayed at entrance and in main hall</p>	<p>S.C At contract review meetings</p>	<p>Ongoing</p>
			<p>FAC provide signs and inform hirers</p>	<p>3/08/20</p>



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<p>Members, Hall hirers and their groups, Contractors and volunteers – think about who could be at risk and likelihood users/ members/volunteers could be exposed.</p>	<p>Members/volunteers who are either extremely vulnerable or over 70. Members 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.</p>	<p>Members in the vulnerable category are advised not to attend and to look at government guidance.</p> <p>To limit contact between members and hall hirers bowling slots for Saturday morning and Tuesday evening will be discontinued if hall is used by Slimming World; and at other times as appropriate.</p> <p>Members, Hall hirers and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition will be kept confidential.</p>	<p>Completed</p> <p>S.C. will notify if club opens to Slimming World</p> <p>S.C.</p>	<p>Completed 24/05/2020</p> <p>7/08/20</p> <p>Ongoing</p>
<p>Car Park/paths/patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p> <p>‘Drop-off’ drivers remaining on premises or sitting in their vehicle.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter and develop one way system around patio.</p> <p>Green keeper to check car park every Monday for litter.</p> <p>Drivers and other passengers to be asked to either remain in their vehicle or attend session/event and their contact details taken</p>	<p>FAC</p> <p>FAC</p> <p>Hirers to forewarn their group members</p>	<p>30/07/20</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Entrance/lobby/corridors</p>	<p>Is “pinch point” and busy area where risk of social</p>	<p>Leave doors open to the hallway and to the main hall.</p>	<p>Members</p>	<p>30/07/20</p>



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Entrance/lobby/corridors contd	<p>distancing is not observed in a confined area.</p> <p>Alarm pad, door handles, light switches in frequent use.</p>	<p>Mark out 2 metre spacing in entrance area. Create one- way system and provide signage.</p> <p>Alarm pad, door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by club or hall hirer as appropriate.</p> <p>Smoking bins to be temporarily removed from entrance hall and replaced with ordinary bin for tissues and wipes.</p> <p>Regular weekly checks on supply of sanitiser and wipes.</p>	<p>FAC FAC</p> <p>SC or hall hirer as appropriate</p> <p>FAC (Use bin from Gents wc)</p> <p>S.C.</p>	<p>7/08/20 30/07/20</p> <p>Ongoing</p> <p>30/07/20</p> <p>Ongoing</p>
Main Hall	<p>Social distancing to be observed.</p> <p>Virus spreads more quickly in unventilated area.</p> <p>Door handles, light switches, shutter switchers, patio doors, window catches, kitchen counter, bar, tables, chair backs and arms.</p>	<p>Social distancing guidance to be observed by hirers in arranging their activities. Mark out hall into 2 meter squares. Flow system to be extended from the entrance hall and exiting through the patio doors. Signage to indicate that patio doors are the only exit.</p> <p>All windows and doors to remain open while hall is in use.</p> <p>Door handles, light switches, shutter switches, sockets, patio doors, window catches, kitchen counter, bar, tables, chair backs and arms and other equipment used to be cleaned by hirers after use.</p>	<p>FAC</p> <p>FAC</p> <p>Hirers</p> <p>SC and hirers</p>	<p>7/08/20</p> <p>30/07/20</p> <p>Ongoing</p> <p>Ongoing</p>



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	Stereo system. Book case.	Hirers to be encouraged to sanitise hands regularly. Stereo system and book case to be removed to changing room.	FAC	Ongoing 30/07/20
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.	Cushioned chairs with arms to be stored in changing room. Remove excess chairs in store in changing room. In the main hall, in the event of chairs being moved by the hirer, the metal/plastic parts must be cleaned.	FAC Hirer	20/07/20 20/07/20 Ongoing
Office	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Laminator. Floors with carpet tiles less easily cleaned.	Office will not be used by anyone other than club committee members. Each committee member will be responsible for cleaning of equipment and surfaces in the office after use with the antibacterial wipes provided.	SC to notify committee members. SC will ensure wipes are provided	7/08/20
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery	Kitchen to be closed and locked. Hirers to be advised of this and encouraged to provide their supplies of bottled water. To be added temporarily to hiring conditions.	FAC	17/07/20 Ongoing



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	Kettle/hot water boiler Cooker/Microwave			
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch, equipment and sports equipment	Cupboard to be kept locked. Access by nominated volunteer (cleaner) and committee members only. Anything used or touched must be cleaned using antibac wipes by cupboard user.	nominated volunteer (cleaner) and committee members only	Ongoing
Toilets	Social distancing difficult. Surfaces in frequent use: handles, light switches, basins, flush handles, seats, grab-rails etc.	Ladies and gents toilets to be be taped off and signage to indicate not in use to be put on both doors.	SC	May 2020
		Only the disabled toilet to be made available. To be added temporarily to hiring conditions.	FC	17/07/20
		Hirer to control numbers accessing toilet at one time, with attention to more vulnerable users.	Hirer	Ongoing
		Detailed signage on cleaning toilet to be provided	SC	May 2020
		Hirer to clean all surfaces etc before public arrive and at the end of their hire period.	FC Added to contract Hirer	7/08/20
		Ensure soap, paper towels, anti-bac wipes and toilet paper are regularly replenished.	S.C.	Ongoing
Plant Room	Door handle, light switch	Public access unlikely.	Committee	Ongoing



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	Social distancing not possible	House manager should clean any areas touched by outside contractors.	rep	
Changing Rooms	Government guidance is these remain closed as at 4 th July 2020. Outdoor toilets can be opened but it is not compulsory.	Changing rooms to remain closed and locked	FAC	Mar 2020

Last Reviewed : 07/08/2020