

Hirer's Covid-19 Risk Assessment for Emsworth Community Centre

This sample document can be used as a guide to help you produce your own COVID-19 risk assessment for your group. You may provide an acceptable alternative version. It is intended as a supplement to your group's ordinary Risk Assessment.

Before confirmation of hiring, the ECA Health and Safety Trustee will need to REVIEW your Covid-19 Risk Assessment.

Group Name: _____ Hirer's Name: _____ Date: _____

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Control of COVID-19 at source			
Individuals with Covid or who have been in recent contact with someone who has Covid symptoms	Presence of Infected Persons	<p>Persons showing signs Covid, or who have been asked to self-isolate by someone they've been in contact with, or by NHS Track and Trace will not be allowed to enter the Community Centre.</p> <p>Anyone attending the Centre, who starts to exhibit the symptoms, must go home immediately to self-isolate and follow the latest Government guidelines. They should not re-enter the Community Centre until they have isolated for the recommended time and that their symptoms have disappeared.</p>	<p>To ask people not to attend:</p> <ul style="list-style-type: none"> a) if they have Covid symptoms, or b) if they have been advised to self-isolate by someone they have recently met who has Covid symptoms, or has been confirmed as having Covid c) if they've been requested to self-isolate by NHS Track and Trace.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Control of COVID-19 at source			
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	<p>In the event of someone becoming unwell with suspected Covid-19 symptoms whilst at the centre, they must wear a mask and go home immediately to self-isolate and follow the latest Government guidelines and request a Covid test.</p> <p>If they need to wait for a lift, they should mask up and wait outside the building.</p> <p>They should not re-enter the Community Centre until they have self-isolated for the NHS recommended period of time and that their symptoms have disappeared.</p> <p>Hirers will need to have extra tissues, sanitiser and bin bags for any waste in caring for their group member (all suspected Covid waste needs to be double bagged taken off site and rested 72 hours before being safely disposed of).</p> <p>Hirers must escort the rest of the group out of the Centre, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes as a precaution when they arrive home.</p> <p>Hirers must inform the ECA Centre Office immediately, or if the office is closed please contact the emergency contact(s) that are displayed inside and outside the building.</p> <p>The Hirer will fully ventilate the room and clean the areas and contact points that the individual with symptoms has touched to bring it back into use.</p>	

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Control of COVID-19 by Contamination of Surfaces			
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the centre.	Remember to bring hand sanitiser into the room to reduce any queuing at the entrance and for when people leave to room.
Cleanliness of hall, especially after other hirers	<p>Other hirers or cleaners have not cleaned hall to standard required.</p> <p>Our group leaves room or equipment without cleaning.</p>	<p>The centre is cleaned every morning (Mon-Fri) by the ECA cleaners.</p> <p>Hirers will clean the regularly used surfaces before and after the period of hire (including tables, light switches, door handles) using an ordinary domestic products (containing 0.5% hydrogen peroxide or a detergent).</p> <p>Please advise which cleaning materials you plan to use.</p>	To clean the regularly used surfaces before and after the period of hire

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Control of COVID-19 by Contamination of Surfaces			
Cleanliness of equipment provided by the Centre	Sharing equipment used by others	<p>All chairs with soft furnishing have been removed and stored.</p> <p>Plastic chairs which are easily cleanable will be used by all user groups that need to use them and will be cleaned by the user group before and after use.</p> <p>To use gloves when moving tables and chairs etc...</p> <p>Other equipment, e.g. projector, to be wiped clean before and after use</p> <p>To advise people to bring their own drinks, as both ECA kitchen areas will be out of use and all cups, glasses, crockery, utensils and cutlery will not be available.</p>	<p>To use gloves when moving tables and chairs etc...</p> <p>To clean any equipment used before and after use.</p> <p>To advise group to bring their own drinks.</p>

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Control of COVID-19 by Contamination of Surfaces			
Cleanliness of other objects touched in your session	Handling objects touched by others	<p>We will ask people to bring their own equipment or ensure that any equipment provided is cleaned between use or left for 72 hours.</p> <p>To arrange for payments and handouts to be online.</p>	<p>To ask people to bring own equipment.</p> <p>To arrange for payments and any handouts to be online.</p>
Cleanliness of equipment stored at the Community Centre	Equipment being touched by other users	To minimise all equipment held at the Centre	To remove any equipment stored at the centre unless we have made special arrangements to store items. Please specify what these arrangements are and who has authorised them- either a Trustee or Staff of the Centre.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Control of COVID-19 by Airborne transmission</p>			
<p>Managing Social distancing and especially people attending who may be vulnerable</p>	<p>People do not maintain 2 m social distancing</p>	<p>To follow the COVID-19 Secure Guidelines while entering and occupying the Centre as detailed in ECA Hiring Agreement with Special Covid Conditions.</p> <p><u>Please advise of the Time you plan to collect your Group at the Main Entrance</u> (We will advise if slight change required to space out groups)</p> <p><u>Please advise which Door you plan to use as an Exit?</u> (We will advise if other groups are likely to use at the same time)</p> <p><u>How you will deal with people arriving late?</u></p> <p><u>Please advise of the Maximum Numbers for your Activity</u></p> <p><u>How will you ensure there is Social Distancing in the room?</u></p> <p>Please include details of room layout and any special guidelines you may need to follow that are particular to your activity</p>	

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Control of COVID-19 by Airborne transmission			
Activities which involve forced exhalation, such as singing, playing of wind instruments, shouting or raising of the voice.		<u>How will you deal with the possible risk of droplet transmission due to people raising voices, singing or playing brass or woodwind instruments?</u>	
Poor ventilation.		<p>Hirers will keep the premises well ventilated throughout the hire, with windows and doors (except fire doors, which are required to be kept shut) open as far as convenient. Hirers will be responsible for ensuring they are all securely closed and cleaned on leaving.</p> <p><u>Please advise how will you provide enough Ventilation in the Room</u></p>	

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Control of COVID-19 by Airborne transmission			
Respiratory hygiene	Transmission to other members of group	<p>Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose, and to wear face coverings and masks properly i.e. covering mouth and nose at all times. Ask all to dispose of tissues and disposable masks into disposable rubbish bag that you will take away at the end of the session.</p> <p>Group to wear masks in the centre – not required to wear in our group / required to wear mask at all times / not required for the activity but when sitting down</p>	Remember to take waste with us (and dispose of it appropriately)

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><u>For Track and Trace System.</u></p> <p>How will you collect details of those attending event? Please advise of your alternative arrangements if you are found poorly yourself?</p>			<p>Must be GDPR compliant</p> <p>Must keep list for 21 days and discard securely</p>