

Emsworth Community Centre

COVID-19 Risk Assessment

Emsworth Community Centre – COVID-19 Risk Assessment

This risk assessment, for the Emsworth Community Centre, is a working document that will be reviewed in line with Government guidance/regulations and best practice advice from bodies such as Action Hampshire. This will also be reviewed alongside the risk assessments of hirers. Discussions with staff have taken place and this risk assessment will be reviewed in consultation with all staff. A new hiring agreement will be drafted, based on the model from Action Hampshire. In particular it will set out the key responsibilities of each party.

The risk assessment will be reviewed periodically, in accordance with changes in Government guidance; amendments will be made and confirmed with the Trustees. This will be made available on the noticeboards and on the Community Centre website.

Throughout this document, the hazard is recognised as COVID-19, and the consequence is illness arising from this. The severity of illness is recognised as being different for those in Vulnerable and Non-Vulnerable groups.

The Vulnerable group includes, but is not limited to: people over 70 years of age; those who were required to shield for 12 weeks and those with certain underlying health conditions, e.g. diabetes or heart or respiratory conditions.

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RISK MATRIX

			Consequence				
			No infection	Minor symptoms	Symptoms requiring 10 days self-isolation	Illness requiring hospitalisation	Widespread Infection
Probability	Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
			1	2	3	4	5
> 1 in 10	Almost Certain	5	5	10	15	20	25
1 in 10 - 100	Likely	4	4	8	12	16	20
1 in 100 - 1,000	Possible	3	3	6	9	12	15
1 in 1,000 – 10,000	Unlikely	2	2	4	6	8	10
1 in 10,000 – 100,000	Rare	1	1	2	3	4	5

Adapted from ISO 31000:2009

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Control of COVID-19 at source								
Source	Who may be harmed	Initial Risk			Action	Residual Risk		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
Community transmission	Vulnerable	1	4	4	Monitor local & national infection rates and government advice.	1	4	4
	Non-Vulnerable	1	2	2		1	2	2
Individuals with acute respiratory illness	Vulnerable	5	4	20	Persons showing signs of acute respiratory illness (cough, runny nose, sore throat) will be required not to attend the Centre. Anyone attending with these will be sent home and should contact NHS 111 to arrange a COVID test. They should not reattend until their symptoms have disappeared and they have had a negative COVID 19 test or until they have finished a quarantine period advised as a result of their test.	2	4	8
	Non-Vulnerable	5	2	10		2	2	4

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Control of transmission routes of COVID-19								
Route – Airborne transmission	Who may be harmed	Initial Risk			Action	Residual Risk		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
Activities which involve forced exhalation, such as singing, playing of wind instruments, shouting or raising of the voice.	Vulnerable	5	4	20	Prohibition. Instructors should provide a means of amplification, if required. Music levels kept low enough to permit normal conversation.	1	4	4
	Non-Vulnerable	5	2	10		1	2	2
Poor ventilation.	Vulnerable	5	4	20	Increase ventilation by opening windows and doors, as appropriate.	1	4	4
	Non-Vulnerable	5	2	10		1	2	2
Social distancing.	Vulnerable	3	4	12	Cap capacity of rooms to allow 2 metres social distancing. One-way systems in place. No more than 30 users per room. Principal hirer or person designated as responsible, will enter the Centre by the main door at the front of the building. Door code will be strictly limited to hirers. Hirers will be responsible for ensuring that their group members enter and exit the room and Centre in line with agreed pathways. Staggered start and finish times will be used where possible, to reduce congestion and pinch points.	1	4	4
	Non-Vulnerable	3	2	6		1	2	2
Conduct of hirers.	Vulnerable	4	4	16	Social distancing to be overseen by hirer. Risk assessment by the hirer must include methods they will use to ensure social distancing within their group.	2	4	8
	Non-Vulnerable	4	2	8		2	2	4
Visitors congregating in communal spaces.	Vulnerable	3	4	12	Visitors will not be allowed to congregate, wait for children or family members in the communal areas.	1	4	4
	Non-Vulnerable	3	2	6		1	2	2
Lavatories.	Vulnerable	3	4	12	Hirer to control the number of people accessing lavatories to one at a time. Office staff to have dedicated lavatory.	2	4	8
	Non-Vulnerable	3	2	6		2	2	4

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Control of transmission routes of COVID-19 (Continued)								
Route – Contamination of Surfaces with COVID-19	Who may be harmed	Initial Risk			Action	Residual Risk		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
Non-essential furniture and goods.	Vulnerable	3	4	12	Remove all non-essential furniture and goods.	2	4	8
	Non-Vulnerable	3	2	6		2	2	4
Soft furnishings and other equipment.	Vulnerable	3	4	12	<p>All chairs with soft furnishing to be cleaned 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. When moving chairs, gloves to be used.</p> <p>Other equipment, e.g. projector, to be wiped clean before and after use.</p>	2	4	8
	Non-Vulnerable	3	2	6		2	2	4
Storage rooms.	Vulnerable	2	4	8	Hirers will be requested to minimise all equipment held at the Centre.	1	4	4
	Non-Vulnerable	2	2	4		1	2	2
Opening and closing practices.	Vulnerable	2	4	8	<p>Cleaning schedule.</p> <p>Hirers will be required to sanitise the space and equipment before and after use.</p> <p>Areas of common use, such as door handles, worktops, tables and chairs to be specified in cleaning schedule.</p>	1	4	4
	Non-Vulnerable	2	2	4		1	2	2
Kitchens.	Vulnerable	2	4	8	Equipment to be removed from small kitchen and placed in large kitchen. Signage for large kitchen, 'For Staff Use Only' and to be kept locked.	1	4	4
	Non-Vulnerable	2	2	4		1	2	2

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Control of transmission routes of COVID-19 (Continued)								
Route – Contamination of Surfaces with COVID-19 (Continued)	Who may be harmed	Initial Risk			Action	Residual Risk		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
Office.	Vulnerable	3	4	12	Public to be excluded from office. Signage to this effect. Glass slider to be kept closed at all times and communication with staff via telephone or other remote means, where possible. Single working in the office. Staggered working time for office staff during school hours.	1	4	4
	Non-Vulnerable	3	2	6		1	2	2
Cups, glasses, crockery, utensils and cutlery.	Vulnerable	3	4	12	Cups, glasses, crockery, utensils and cutlery belonging to the Centre are not to be used. If these are required, they must be brought in and removed from the Centre after use.	1	4	4
	Non-Vulnerable	3	2	6		1	2	2
Rubbish.	Vulnerable	3	4	12	Rubbish to be removed by hirer at the end of each session/class.	1	4	4
	Non-Vulnerable	3	2	6		1	2	2

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Control of COVID-19 at Receptor								
Receptor	Who may be harmed	Initial Risk			Action	Residual Risk		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
Office staff.	Vulnerable	3	4	12	<p>Staff to be issued with non-latex disposable gloves to be worn when in the Centre other than within the office.</p> <p>Staff to be issued with FFP3 respirators to be worn when in the Centre other than within the office.</p> <p>Lavatory to be designated for office staff use only.</p>	1	4	4
	Non-Vulnerable	3	2	6		1	2	2
Cleaning staff.	Vulnerable	3	4	12	<p>Staff to be issued with non-latex disposable gloves to be worn when in the public areas of the Centre, other than when wearing appropriate gloves for cleaning duties.</p> <p>Staff to be issued with FFP3 respirators to be worn when in the public areas of the Centre.</p>	1	4	4
	Non-Vulnerable	3	2	6		1	2	2
Caretaker.	Vulnerable	3	4	12	<p>Caretaker to be issued with non-latex disposable gloves to be worn, as appropriate, when in the public areas of the Centre.</p> <p>Caretaker to be issued with FFP3 respirators to be worn when in the Centre as appropriate.</p>	1	4	4
	Non-Vulnerable	3	2	6		1	2	2
Contractors.	Vulnerable	3	4	12	<p>Contractors to wear IIR type disposable face masks other than when wearing respiratory protective equipment specified in their Method Statement/Risk Assessment.</p>	1	4	4
	Non-Vulnerable	3	2	6		1	2	2
Visitors, Users, Trustees and members of the general public.	Vulnerable	3	4	12	<p>Face coverings to be worn at all times when in the Centre. These must be worn covering nose and mouth at all times when in the Centre and disposed of properly. It is the responsibility of the wearer to dispose of disposable face coverings at home and in accordance with Government guidance.</p>	1	4	4
	Non-Vulnerable	3	2	6		1	2	2

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Control of COVID-19 at Receptor (Continued)								
Receptor (Continued)	Who may be harmed	Initial Risk			Action	Residual Risk		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
Volunteers.	Vulnerable	3	4	12	Volunteers to wear PPE as appropriate for the tasks they are undertaking.	1	4	4
	Non-Vulnerable	3	2	6		1	2	2
Track and Trace	Vulnerable	5	4	20	<p>All Centre users and members of the public coming into the Centre are to register their contact details, including name, address and telephone number. This will be stored either by individual hirers, office staff or a Community Group Leader for twenty-one days. This data must then be destroyed in accordance with Data Protection Legislation.</p> <p>Anyone who is displaying symptoms of COVID-19 should report to NHS 111 and arrange to be tested for COVID-19; anyone who is contacted by Track and Trace should follow the instructions given.</p>	1	4	4
	Non-Vulnerable	5	2	10		1	2	2