

Risk Assessment for Goldsmith Community Centre – 2nd March 2022

Important Notes:

1. The COVID-19 Risk Assessment has been updated from the 31st January 2022 risk assessment to take into account updated government guidance on 24th February 2022
2. The risk assessment may need to be updated in the light of any new government advice that may be forthcoming.
3. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

Area or People at Risk	Risk identified	Actions to take to mitigate risk
Staff, contractors, councillors and visitors	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 workers/visitors.	Stay at home guidance if unwell at entrance and in Main Hall. Staff provided with PPE. Contractors/ councillors and visitors provide their own. Staff advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning if required. Cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. Anti-viral fogging machine and disinfectant procured by the Parish Council to disinfect all areas and to be used after each hire. All visitors, contractors and councillors are advised to wear suitable and appropriate face coverings inside the community centre (unless they fall within one of the exempt categories). The Parish Council office is open by appointment only. Parish Council meetings will continue in the Main Hall of the centre or at Scawsby Community Centre to enable a

		<p>larger room to be used. Further information relating to these meetings has been circulated to councillors, staff and members of the public. This will remain under review by the Parish Council.</p> <p>Only authorised contractors and staff will have access to the building for the purposes of repair and maintenance and in emergency situations.</p>
Staff, contractors, councillors and visitors	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff 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>Mental stress from handling the new situation.</p>	<p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with staff regularly to see if arrangements are working.</p>
Entrance hall/lobby/corridors	<p>Possible "pinch points" and busy areas in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify "pinch points" and busy areas. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided at each entrance/exit point.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by site supervisors before each hire.</p>

	<p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p>	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Anti-viral fogging machine and disinfectant procured by the Parish Council to disinfect all areas and to be used after each use.</p> <p>Social distancing guidance to be observed by all visitors/contractors</p> <p>Visitors/contractors to be encouraged to wash hands regularly.</p> <p>Opening of windows to increase ventilation encouraged.</p>
Committee room and Parish Council office.	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Copier, laminator, shredder.</p> <p>Floors with carpet tiles less easily cleaned.</p> <p>Visitors to PC office.</p>	<p>Surfaces and equipment to be cleaned by site supervisor before each use. Anti-viral fogging machine and disinfectant procured by the Parish Council to disinfect all areas and to be used after each use.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p> <p>Wipe shared copier etc.</p> <p>Only one member of office-based staff to be in the office at one time. Attendance by appointment only. All other staff working from home unless required to attend.</p>
Kitchen (main hall and committee room)	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <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>The kitchen can be used in line with current guidance and cleaning regimes.</p>
Storage Rooms (furniture/equipment)	<p>Social distancing more difficult</p> <p>Door handles in use.</p>	<p>Site supervisor to clean equipment required before use. Hirer to control accessing and stowing equipment</p>

	Equipment needing to be moved not normally in use	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	All toilets pre cleaned before each use.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.
<p>Conclusion</p> <p>In line with the current national guidance the Goldsmith Centre is open to hirers.</p> <p>Contact with the Parish Council should be via phone (and voicemail) – 01302 788093 or via email to sprotcuspc@btconnect.com. Attendance at the office is by appointment only. Authorised contractors will be able to access the building for repair/ maintenance.</p> <p>Parish Council meetings will take place in the main hall or at Scawsby Community Centre and further details are published before the meeting on how this will operate on the Parish Council website at; www.sprotbroughandcusworthparishcouncil.gov.uk</p> <p>All hirers and staff will receive a copy of this assessment.</p> <p>This assessment will be updated as and when required following government guidance.</p>		