



The Queen's Award
for Voluntary Service

The MBE for volunteer groups



Heene Community Association
122 Heene Road
Worthing, West Sussex
BN11 4PL

T: 01903 209997

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Web: www.heenecommunitycentre.org

Covid-19 Secure Community Facilities Risk Assessment

Form v10: Dated 06/08/2021

Health & Safety Representative:
Joanna Barden, Centre Manager

After returning to work after the Covid-19 lockdown, Heene Community Association is following the current Government's guidance for the safe use of multi-purpose community facilities.

The Centre is taking all reasonable measures to minimise the risk of exposure to the coronavirus and expects all users of the Centre to apply a common sense approach to Health and Safety when using the facilities.

All hirers must return the Covid-19 Risk Assessment Signature Form, as confirmation hirer has read and understood the guidance.

- Use of PPE – Face coverings/masks are optional around the Centre
- Hygiene – Signage informing users of the Centre to use the wall-mounted hand sanitisers
- Social Distance – Restrictions have now been lifted and floor markings have been removed
- Fire exit doors used as an entrance or exit depending on the individual hirer and their class
 - Ventilation – Windows and doors are open in each room where possible
 - Regular cleaning - High usage areas and anything that is frequently touched
- Track & Trace – Requesting all users of the Centre to add their contact details to a Track and Trace form or use the NHS Covid-19 App



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	Identify Infection/ Hazard/ Subject	Who may be affected or harmed?	What are the risks?	What can be done to remove or lessen the risk?	Control measures to be applied	Who is responsible	Frequency
1	Wearing face coverings/masks are optional around the Centre	Other users	Spreading germs through coughing, sneezing or through contamination	Ensure hands are washed frequently. Use tissues and dispose of in waste bins	Use the wall mounted hand sanitisers located at front entrance and corridors, café area and hall	All users	Daily
2	Queue Management Café users/ Classes using Entrances and Exit Routes	Other users	Congestion in the corridors and café area	Emails to hirers to inform their class not to arrive early for their class	Emails to hirers to use other entrances/exits where possible	Hirers	Daily
3	Capacity in rooms/classes depending on size and circumstance	Other users	Too many people in a room at the same time	Space out between each person where possible	See hirer's risk assessment. Discuss with hirer maximum class number	Hirer	Daily/weekly
4	Managing the arrival/departure times and allocated class times	All users	Causing congestion in the corridors by not reducing the pressure at exits and entrances	Users must turn up at their allocated times and no earlier than 5 minutes before class	It is the hirer's responsibility to inform their class	Hirers	Daily/weekly



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5	Birthday parties, other special parties and gatherings	Other users	Spreading germs through coughing, sneezing or through contamination	All users must sign in as part of the Track & Trace, with their contact details Ventilation.	Ensure hirer understands and complies with the T&Cs and current Government's guidelines	Hirers	Daily
6	Fitness or exercise class	Other users	Spreading germs through coughing, sneezing or through contamination by not social distancing	Groups can be larger than 6 people for fitness or exercise purposes. Ventilation.	Ensure hirer complies with the T&Cs and current Government's guidelines	Hirers	Daily
7	Educational or training class	Other users	Spreading germs through coughing, sneezing or through contamination by not social distancing	Groups can be larger than 6 people for educational or training purposes. Ventilation.	Ensure hirer complies with the T&Cs and current Government's guidelines	Hirers	Daily
8	Communication at Office Reception window	Other users and staff	Face-to face contact risking exposure to and the spread of coronavirus	The office staff do not have to wear face coverings or masks	Using Perspex Protection screens at the reception window	Staff	Frequently during the day



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9	Track And Trace	Other users	Not being able to contact all people that have come in touch with a person suffering from Covid-19	Everyone must sign in as part of the Track & Trace, with their contact details Or use the NHS Covid-19 App using a poster around the Centre	The Centre stores this information securely for 21 days then dispose of by shredding. If the Centre is informed of a person testing positive for Covid-19, the Centre Manager will contact NHS Test and Track	All	Daily
10	Standing around in corridors or bumping into people	Other users	Causing congestion at pinch points and busy areas	A one way route system with floor markings and arrow signs in place	The chairs and bookcases in the corridor have been removed	Staff	Daily
11	Minimise congestion in café area	Other users	Face-to face contact, talking loud over background noise	Face coverings or masks are now optional for customers while queuing in the cafe	A screen is in place at the café counter Limiting close face to face interaction	Users of the centre	Daily



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12	Toilet areas and high use areas such as doors, buttons, lift controls etc	Other users	Risk of exposure to and the spread of coronavirus by those been at the premises	High usage areas that is frequently touched have more regular cleaning than normal.	Staff to clean all contact areas more frequently using PPE equipment.	Staff	Frequently during the day
13	Children running around the Centre	Other users	Causing congestion and risk of face-to face contact	Signage to inform parents to keep their children close to them	Staff to speak to parents	Parent or guardian of child	Daily
14	Pushchairs left in the corridors	Other users	Causing a Health & Safety hazard with congestion	Pushchairs must be locked up in the outside buggy park.	Signage and staff to police the corridors.	Staff & Hirers	Daily
15	Using the platform lift	Other users	Space too small to social distance	Only one person or household allowed to use the platform lift at one time	Signage on door to advise users	User of the Centre	Daily
16	Using the kitchenettes	Other users	Space too small to social distance Using the cups and spoons from the cupboard increases the risk of germs	Only one person or household allowed to use the kitchenette at one time	Signage on door to advise users. Tea towels to be given out to specific hirers at the time of session.	User of the Centre	Daily



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17	Member of staff has symptoms of Covid19	Other users in contact with staff member	Risk of exposure to and the spread of coronavirus	Stay away from the Centre until tested for Covid-19	Contact the Centre Manager	All staff	Daily
18	Hirer/clients has a temperature and/or a cough	Other users	Risk of exposure and spread of coronavirus by those who have been at the premises	Hirers advised to inform the office and stay away until safe. Contact people through Track & Trace	Hirers advised self- isolate, get tested for Covid-19 and return when feeling well	Hirer responsible to inform Centre Manager	Dail
19	Any Centre users who have since has been tested positive for Covid-19	Other users	Risk of exposure and spread of coronavirus by users	Contact the Centre Manager in confidence	Names will not be disclosed due to Data Protection and GDPR	All users	Daily
20	Keeping the tables and chairs clean	Other users	Risk of exposure and spread of coronavirus by touching	Optional paper towel roll and spray will be left out in the room	Hirers to leave room as they first found it	Hirer	Daily
21	People singing, chanting or shouting to be heard over music	Other users	Risk of exposure to and the spread of coronavirus by shouting	Hirer to insist in strict social distancing in room	Improve ventilation by opening doors and windows	Hirer	Daily



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22	Using cleaning equipment e.g. brooms, vacuum cleaner, sprays, mop and bucket	Staff Member	Risk of exposure and spread of coronavirus by touching	High usage areas and anything that is frequently touched have more regular cleaning than normal	Staff to wipe down before/after use. Staff to wash their hands frequently and use appropriate PPE equipment	Staff	Daily
23	Using cleaning equipment	Staff Member	Risk of exposure and spread of coronavirus by touching. Not following instructions in the bottles/containers	High usage areas and anything that is frequently touched have more regular cleaning than normal	Staff to use appropriate PPE equipment and cleaning fluids, which must be locked in cupboard. List of cleaning fluids on request	Staff	Daily
24	Using office equipment, using the telephones, handling money	Staff Member	Risk of exposure and spread of coronavirus by touching	High usage areas has more regular cleaning than normal	Staff to wipe down before and after each use. Staff to wash their hands frequently	Staff	Daily