

COVID-19 Risk Assessment for Longhope Recreation Ground

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate (*further details have been added for external areas*). You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Blue – **Actions specific to the Pavilion**

NB No-one to enter the recreation ground if they or a member of their household is experiencing Covid-19 symptoms, or is self-isolating

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, 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.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<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. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff 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 must be kept confidential, unless the employee/volunteer agrees it can be shared. <i>User groups need to record names and addresses of all attendees</i></p> <p>It is important people know they can raise concerns.</p>

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Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	<i>Access in via main front doors and exit via fire escape. Needs signs.</i> Hand sanitiser needs to be checked daily. Provide more bins, empty regularly.
Main Room	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	<i>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff. Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</i>	<i>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Rotate use of chairs. Swap over every week. Deep clean chairs. Restrict user groups to a number that allows for social distancing. All users of the pavilion to wear face coverings</i>

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Changing rooms	<p>Changing rooms are an area of increased risk of transmission</p> <p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Benches</p> <p>If changing rooms are to be used, users should use the facilities as quickly as possible.</p>	<p>Recommend hirers hire main room only and avoid use of changing rooms where possible.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p>	<p><i>Close showers, encourage attendees to arrive at the facility in sports kit and to travel home to change.</i></p> <p><i>Ensure that all water systems are safe to use after a prolonged facility shutdown to minimise the risk of legionella and other diseases associated with water.</i></p>
Kitchen	<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>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided</p> <p>Consider encouraging hirers to bring their own Food and Drink for the time being.</p>	<p><i>Encourage hirers to BYO 2 kettles only, swap 2x per week with downstairs.</i></p> <p>Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p> <p><i>Check supply of paper towels. Order in more stock.</i></p>

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Store cupboards (cleaner etc.)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	<i>Hirer to advise what they might need, pavilion management to respond in advance of arrival</i>
Store Room (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	<i>Hirer to clean tables before and after use. User groups to keep own equipment clean and separate</i>
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc. before public arrive unless staff have pre-cleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. <i>Signs to say Flush using paper towel, one-way system clearly signed.</i> Recommend a toilet monitor or use of cleanable token.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	No public access
Events	Handling cash and tickets Too many people arrive	No ticket events	<i>Hire groups to pay Recreation Ground directly via BACS</i>
Canopy / covered area	Social distancing is not observed	<i>Social distancing guidance to be observed by hirers in arranging their activities.</i>	<i>Hirer to clean tables and seats before and after use. Restrict user groups to a number that allows for social distancing</i>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Hard courts	Social distancing is not observed	<i>Social distancing guidance to be observed by hirers in arranging their activities.</i>	<i>Hirer to clean tennis net controls and entrance gate latch before and after use. Restrict user groups to a number that allows for social distancing</i>
Play equipment / play areas	Social distancing is not observed. Equipment in frequent use.	<i>Social distancing guidance to be observed by users in arranging their activities.</i>	<i>One adult only to accompany each child. Users to bring their own hygiene products with them before entering the playground, take and use hand sanitiser and use sanitiser wipes to clean touch points before and after use, and wash children's hands before and after visiting. Each item of equipment to only be used by one child at a time or children from a family group. Users to wait their turn well back from the equipment. Dispose of rubbish in the bins provided or take it home, and take home any disposable PPE. No food / drink consumption</i>