

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 23 July 2020 (Maintenance Committee)

Date of Report: 16 July 2020

Agenda Item: MA013/20a) Re-opening the Pavilion

- **Need a Covid specific risk assessment**
- **Users are responsible for managing risk ‘when they have control of the premises’**
- **Key point – no more than 6 people from different households or bubbles *inside* the pavilion**
- **Thorough cleaning required after every booking**

Re-opening

- Need to arrange a deep clean of the whole building.
- Flush through the water system (should be regular weekly practice for Legionella).
- Stock anti-bac wipes, gels etc.
- Handwashing signs for toilets and kitchen
- Hand dryer installed. Do we need paper towels?

Social distance and capacity

- Need to calculate max numbers to ensure social distancing : **rules are max 6 from two different households / bubbles.**
- *Do we need markers on the floor?*
- One way system – one entrance / one exit.
- Users to wash / sanitise hands **before** entering the building
- Identify ‘pinch points’ – entrance / exits, refs room (only one person allowed)
- Limit numbers accessing toilets
- Limit numbers using changing rooms
- Keep showers closed – **how will SD be observed?**
- Only **one** person in the kitchen at any time
- Keep all doors open where possible for ventilation
- Encourage face coverings for users (not children under 3)
- **Need to log contact details for everyone entering the building – Test and Trace data – users to be responsible for this? (Records to be kept for at least 21 days.)**

Cleaning

- Thorough clean after use.
- Make a list of areas / items to be wiped (door handles, light switches etc)
- Tables, chairs etc to be cleaned down daily
- Make wipes / hand gels available to all users
- Close off areas when not in use (main room to be locked during football bookings)