

COVID-19 Risk Assessment for Pavilion : September 2020

Risk
Catching or spreading Covid-19 via large droplets expelled by infected person during coughing/sneezing, and/or by accidental or deliberate projection of saliva/spit, being breathed in by, or coming into contact with mucous membranes (eyes/nose/mouth) of, non-infected person

Areas or People at Risk	Measures and Policy to Mitigate Risks		Notes & Other Actions
Staff – wardens, parish office staff	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p><b>‘Stay at home’ guidance if unwell at entrance.</b></p> <p><b>Staff/volunteers provided with protective gloves. Contractors provide their own.</b></p> <p><b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths or wipes 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>Cleaning of facility to be carried out by cleaning Contractor (Royston Eco Clean and MVC contractor)</p>
Staff, contractors and volunteers–	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p>	<p><b>Staff in the vulnerable category are advised not to carry out cleaning at the Pavilion.</b></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.</p>

	Mental stress from handling the new situation	<p><b>Contractor has been employed to clean after use.</b></p> <p><b>MVC will organise their own cleaning staff at the end of each day (Monday to Friday).</b></p> <p><b>Talk with staff and Hirers regularly to see if arrangements are working.</b></p>	<p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<b>Car Park / paths / veranda / rear patio</b>	<p>Users must ensure that users accessing the pavilion observe social distancing</p> <p>Parents / carers picking up young people from youth club / MVC students gathering near the pavilion.</p>	<p><b>Posters to remind all users / visitors to adhere to 2 metre rule when accessing the pavilion.</b></p> <p><b>Difficult to mark out on grass but users reminded by way of posters.</b></p>	<p>Drop off and pick up times to be staggered so that there are only small numbers of users entering / exiting the building at any time</p> <p>Parents / carers to be asked not to arrive too early for pick up – avoid people congregating outside</p>
<b>Entrance hall / lobby / corridors</b>	<p>Door handles, light switches in frequent use. Risk of spread of virus on surfaces</p> <p>All users must observe the one way system for entering / exiting the building. Risk of users passing closely to one another.</p>	<p><b>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</b></p> <p><b>Door handles and light switches to be cleaned regularly.</b></p>	<p>Hand sanitiser will be provided and will be checked daily.</p> <p>Users to be requested to wipe surfaces after use. Wipes to be provided.</p> <p>Empty all bins regularly.</p>

		<b>Hand sanitiser to be provided by hall</b>	
<b>Main Hall</b>  Door handles, light switches, window catches, tables, chair backs and arms. Risk of transmission of virus	. Users to be reminded to wash hands regularly. Hand sanitiser and wipes will be available.  Posters to be displayed – ‘Catch it, Bin it, Kill it’.	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned after each use.</b>	Chair and tables are all hard surfaces – no cushions etc – so can be wiped clean after each use. Wipes to be provided  MVC to be responsible for cleaning after their use.  Cleaning contractor to be employed by MPC to clean after other bookings.
<b>Kitchen :</b>  <b>Use of equipment :</b> Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker / microwave	Small space – limited ventilation.  Door to remain open and area supervised at all times.  Access must be limited to two people at any time. No students to be allowed to access the kitchen.	<b>Hirers are asked to limit numbers using kitchen so as to ensure social distancing, especially for those in vulnerable category / over 70.</b>  <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b>  <b>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided</b>	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Regular users to have dedicated cupboard space for their use only. Access to kitchen to be agreed in advance with user.
<b>Boiler Room</b>  Door handle, light switch			

Social distancing not possible	<p>Users should not need to access the boiler room. Students must not access the area.</p> <p>Wipes to be made available to clean door handles, light switches in the event that access is required.</p>	<p><b>Public access unlikely. Cleaner to decide frequency of cleaning.</b></p>	
<p><b>Store cupboards (cleaner etc)</b></p> <p>Door handles, light switch</p>	<p>Social distancing not possible.</p> <p>Access only for MPC staff.</p>	<p><b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></p>	
<p><b>Outside Storage Shed (furniture/equipment)</b></p> <p><b>For storage of furniture when not required.</b></p>	<p>Only one person at a time.</p> <p>Wipes available for door handles.</p>	<p><b>Hirer to control accessing and stowing equipment to encourage social distancing.</b></p> <p><b>Hirer to be responsible for wiping door handles after use.</b></p>	<p>Wipes to be provided to enable users to clean surfaces, door handles, light switches after use.</p>
<p><b>Toilets</b></p> <p>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Football teams are given access to the pavilion ONLY for the purposes of using toilet facilities. Home and away teams can only access facilities on their 'side' of the building.</p>	<p><b>Hirer to control numbers accessing toilets at any time, with attention to more vulnerable users. Cleaners will ensure toilets are cleaned after each booking.</b></p> <p><b>Provide posters to encourage 20 second hand washing.</b></p> <p><b>Teams are responsible for ensuring they maintain</b></p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.</p> <p>Close middle cubicle so only two cubicles are available for use.</p>

		<b>appropriate distance and wipe surfaces after use.</b>	
<b>Changing Rooms</b>  <b>Showers, benches, toilets/urinals.</b>	<p>Access to changing rooms to be limited to [4] at a time.</p> <p>Football teams are requested to arrive in their kit ready for play.</p> <p>Use of changing rooms should be limited.</p>	<p><b>Showers to remain <u>closed</u> at this time.</b></p> <p><b>Benches, toilets and urinals to be cleaned after each hire.</b></p> <p><b>Windows to be opened during use to allow for ventilation.</b></p>	<p>Wipes, soap, paper towels to be made available. Must be disposed of in bin provided.</p> <p>All windows must be closed by the user.</p>
<b>Refs room</b>	<p>Access strictly limited to one person. Internal room so ventilation is difficult.</p>	<p><b>All surfaces to be wiped by user.</b></p> <p><b>Door to be kept open to allow for additional ventilation when in use. Must be closed when not in use.</b></p>	<p>Provide wipes which must be disposed of in one of the main bins.</p>
<b>Spectators</b>		<b>Strictly no access to the pavilion (including toilets) for non-players.</b>	<p>Spectators to be requested to ensure social distancing is observed</p>