

## Risk assessment – COVID-19

Company name: The Hillcrest Community Centre      Assessment carried out by: Trustees of Hillcrest

Date of next review: January 2021

Date assessment was carried out: November 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Signage	Staff, Visitors, room users, Contractors, Vulnerable groups (Elderly, Pregnant, existing underlying health conditions)		<ul style="list-style-type: none"> <li>-Sign at front door, 'Please do not enter if you have symptoms' etc.</li> <li>- Masks to be worn in centre</li> <li>-Please use hand sanitiser and Social distancing signs for each room</li> <li>-Maximum people in each room signs</li> <li>-Please use hand sanitiser on entry</li> <li>-Outside of toilet – 1 person in men's/ two people in women's</li> <li>-Hand washing guidance in toilets</li> </ul>	Trustees and Manager	17 <sup>th</sup> August for Staff 1 <sup>st</sup> Sept for room user's signage	Completed

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			CORRIDOR – sign instructing one at a time to use hall if free			
<b>PPE, Gloves, Face Masks,</b>	Staff	Gloves for cleaning	<ul style="list-style-type: none"> <li>-Masks and face shields available for staff when required</li> <li>-Aprons available if necessary</li> <li>-Staff to be reminded that wearing of gloves or using hand sanitiser is not a substitute for hand washing</li> <li>-Masks must be worn throughout the centre</li> <li>-Masks to be worn by staff and users throughout the whole centre, except for staff behind the reception screen</li> </ul>	Staff	1 <sup>st</sup> Sept 2020 or when staff return to work	Complete
	Users of centre				From 8 August 2020	Complete
	Staff and users				From 28 September 2020	complete
<b>Social Distancing</b>	<p>High risk area – corridor to cafe</p> <p>High risk area – only one exit and</p>	<p>Staff working from home when possible</p> <p>Staff shifts do not overlap</p>	<ul style="list-style-type: none"> <li>-Reducing amount of people in each room including toilets</li> <li>-Queuing markers for toilets on floor.</li> </ul>	All	When staff return to work/1 <sup>st</sup> Sept 2020	Complete

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<p><b>Social distancing continued</b></p>	<p>entrance into building</p>		<ul style="list-style-type: none"> <li>-Staff work patterns to alter to reduce contact time,</li> <li>-Bubbles created with staff.</li> <li>-Zoom meetings where possible.</li> <li>-Staff to be reminded social distancing rules and procedures, along with hand washing.</li> <li>-One-way system in place to access the café, if that is not possible, one person at a time to use the corridor.</li> <li>-One-way flow into and out of premises, including appropriate floor markings and signage to help the flow of people at one exit.</li> </ul>			
<p><b>Cleaning of Premises</b></p>	<p>Staff, Visitors, room users, Contractors, Vulnerable groups (Elderly, Pregnant, existing underlying health conditions</p>	<ul style="list-style-type: none"> <li>-Toilets cleaned daily</li> <li>-Rooms cleaned on rota throughout the week depending on use.</li> </ul>	<ul style="list-style-type: none"> <li>-Toilets/toilet seats/ taps/ tissue holders/door handles, locks and doorframes to be cleaned with anti-bac on an hourly basis and recorded.</li> <li>- Upstairs toilets only open to public</li> </ul>	<p>Staff</p>	<p>1<sup>st</sup> Sept 2020</p>	<p>Complete</p>

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		**Deep clean of building before reopening**	<p>-Rooms and reception area– wipe all surfaces and handles between bookings and recorded.</p> <p>-Hand sanitisers purchased for each room and entrance and checked/cleaned daily</p>			
<b>Staff symptoms</b>	Staff, Visitors, room users, Contractors, Vulnerable groups (Elderly, Pregnant, existing underlying health conditions)		<p>Temperature checks of staff before starting shift. (see COVID policy)</p> <p>Staff to go home and isolate until test results come back.</p> <p>Staff not to present for work if showing signs of COVID as recommended by the NHS guidelines.</p>	All	When staff return to work	Complete
<b>General</b>	Staff, Visitors, room users, Contractors, Vulnerable groups (Elderly, Pregnant,		<p>Windows open where possible in rooms.</p> <p>No bookings accepted for indoor performances including drama, comedy</p>		When groups return – 1 <sup>st</sup> Sept or before where possible	Complete

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	existing underlying health conditions		and music – to follow government guidance  Government guidance to be checked for any new updates, and regulations on groups to be followed			
<b>Mental Health</b>	Staff	Management will promote mental health & wellbeing awareness to staff during Covid-19 and will offer whatever support they can to help	-Manager will offer support to staff who are affected by Coronavirus or has a family Member affected  -Regular communication of mental health information and open door policy for those who need additional support.	Staff	ongoing	
<b>Track and Trace</b>	All users	Keeping records of staff and groups using the centre	NHS QR poster to be displayed at entrance  Track and trace forms to be completed by anyone entering the premises if	Manager	24 September 2020	Complete

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			they cannot use the QR code. To be kept securely for 21 days and then destroyed			
<b>Tier restrictions</b>	Staff and Users	Rule of 6 was in place, ensuring no social interaction between more than 6 people	Advise all users they must not socialise at all within the centre. A letter or email required to ensure they understand.  Risk assessment to also be completed by every group using the centre	Manager	2 December 2020	