

# RISK ASSESSMENT



**RISK ASSESSMENT NAME:** Covid-19 site re-opening Rose Walker Community Centre, Essex Avenue SK30JA

**PLANNED RE-OPENING DATE:** 13th August 2020

**ASSESSORS NAME:** Anna Rogers (on behalf of Cheadle Heath Community Association)  
25/8/20)

**DATE:** 4th August 2019 (rev

What are the hazards?	Who might be harmed and how?	Current Control Measures?	Further Measures required?	Action by whom?	Action by When	Complete
Spread of Covid-19	Staff, committees, contractors, hirers and public  A communicable disease with potential serious consequences spread by human contact without adequate controls in place	<ul style="list-style-type: none"> <li>Self-isolate if you show symptoms as per government advice</li> <li>Staff showing symptoms can be sent for testing</li> <li>Follow government guidelines</li> <li>All to stay updated on government advice</li> <li>Venue to be cleaned thoroughly weekdays prior to arrival of first hirer</li> <li>Thorough cleaning by hirers before, during and after their session with particular emphasis on touch point surfaces and any equipment hirers store on site</li> <li>Hand washing facilities in place in toilets and kitchens with reminder signage</li> <li>Hand sanitiser available at entrance point(s) with reminder signage</li> <li>Social distancing rules in place with reminder signage</li> </ul>	<p>Committee members and Group Leaders will be advised to check Government website for up to date information on coronavirus prevention methods: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> Link includes information for testing and how to do Track and Trace (see attached)</p> <p>Rose Walker Centre will only be open to 2 groups initially. Slimming World and Gamblers Anonymous on Tuesday, Thursday and Sunday</p> <p>Additional cleaning has been requested by SMBC for Thursday morning and Friday morning (in addition to Tuesday cleaning already in place).</p> <p>Hirers will be issued with guidelines on cleaning, refuse, centre use, fire evacuation, seating arrangements</p>	<p>Pam Robinson</p> <p>Sheila Bailey Committee Chair confirmed</p> <p>SMBC - Steve Clandon</p> <p>Pam Robinson</p>	<p>Ongoing</p> <p>July 2020</p> <p>12 Aug 2020</p> <p>Ongoing</p>	<p>Ongoing</p> <p>28/07/20</p> <p>Ongoing</p>

		<ul style="list-style-type: none"> <li>Hirers to ensure social distancing rules being followed</li> <li>Hirers to keep a record of attendees for NHS track and trace for 28 days after the hire</li> <li>In the event of somebody becoming unwell with suspected Covid-19 symptoms the person should either leave site immediately or go to the designated safe area (storage area) until they are collected</li> <li>Refuse to be bagged up at the end of the session by the hirer and put in the large euro bin outside.</li> <li>Seating and desks set up to ensure 2 metre rule is observed</li> </ul>	<p>and track and trace responsibilities (see attached)</p> <p>Refuse bins in kitchen area and main hall to be removed</p> <p>Refuse bins in toilet areas will remain - groups will be told to remove waste after every session (see attached)</p> <p>Kettles in the kitchen area will be removed. Kitchen cupboards will have signs across them reminding hirers not to use (not able to lock kitchen door this is an extra measure)</p> <p>First Aid kit will be on the hatch to make it accessible to all group leaders</p>	<p>Pam Robinson / Anna Rogers</p> <p>Pam Robinson / Anna Rogers</p> <p>Pam Robinson / Anna Rogers</p>	<p>13th Aug 2020</p> <p>13th Aug 2020</p> <p>13th Aug 2020</p>	
	<p>Staff, committees, contractors, hirers and public</p> <p>Undertaking a fire evacuation</p>	<ul style="list-style-type: none"> <li>Fire evacuations to be completed as normal</li> <li>Social distancing to be observed as soon as reasonably practicable including at the assembly point</li> </ul>	<p>Hirers will be issued with guidelines fire evacuation and social distancing (see attached)</p>			
	<p>All users at risk if social distancing guidance is not followed</p>	<ul style="list-style-type: none"> <li>Hirers who wish to return must submit a RA to Cheadle Heath Community Association committee</li> <li>Appropriate signage displayed throughout the venue</li> <li>Floor markings to indicate social distancing in communal areas</li> <li>Clear signage to indicate areas out of use</li> </ul>	<p>Email to be sent to hirers to advise an RA is required (see attached)</p> <p>All signage for floor markings, hall capacity, kitchen use, social distancing are in place confirmed by Anna Rogers</p>	<p>Pam Robinson</p> <p>SMBC</p>	<p>Ongoing</p> <p>July</p>	<p>Ongoing</p> <p>24/07/20</p>

		<ul style="list-style-type: none"> <li>• Clear signage to indicate areas where reduced capacity applies, main hall max capacity 24</li> <li>• Clear signage to indicate kitchen is closed until further notice</li> </ul>				
	Greater Manchester local lockdown (revised 25 August 2020)	<ul style="list-style-type: none"> <li>• Follow government guidelines</li> <li>• All to stay updated on government advice</li> <li>• Hirers and attendees must wear a face covering when on site unless there is a reasonable excuse for removing it, please note: Children under 11 are exempt Exercise classes can remove face coverings during exercise as long as social distancing is in place but must wear face coverings at all other times such as when entering and exiting the venue</li> </ul>	<a href="https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do">https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do</a>	Hirer and attendees	On-going	

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

REVIEW DATE	OFFICER REVIEWING



## **GROUP GUIDELINES AND REQUIREMENTS TO BE ISSUED TO ALL HIRERS INTENDING TO RETURN TO THE ROSE WALKER COMMUNITY CENTRE**

1. Each group leader must ensure they and their attendees meet the government guidelines for preventing the spread of coronavirus. The most up to date information is here: <https://www.gov.uk/coronavirus>
2. Each group leader must submit a risk assessment and have it agreed by the Cheadle Heath Community Association before permission will be granted to use the Rose Walker Community Centre.
3. Capacity - no more than 24 people can be in the centre at any one time. This number is inclusive of the group leaders.
4. Kitchen - the kitchen is OUT OF BOUNDS to all users. Kitchen appliances, equipment, plates, cups, cutlery etc CAN NOT be used under ANY circumstances
5. Track and Trace - Each group leader is responsible for and MUST collect a name and contact number for every person attending their group (whilst an address is not required it is recommended this is captured as well). The group leader must retain and store the information for a 28 day period after the session has been held in compliance with GDPR.
6. Cleaning - whilst the Cheadle Heath Community Association has instructed SMBC to carry out additional cleaning it is a requirement of all group leaders to clean before attendees arrive AND after. Cleaning includes wiping down ALL touch points including but not limited to entry doors, chairs, tables, bathroom taps, soap dispenser, bathroom door handles and locks (ladies and mens/disability). Padlocks to any cupboards / storage space / car park
7. Entrance and exit - there is only one door into the centre. Therefore social distancing should be carefully monitored in this area to retain the government guidelines. Using the fire doors as an exit is NOT an option as these should be unlocked but closed to meet fire regulations
8. Refuse - The bin in the main hall and kitchen area have been removed. Black bin bags have been provided for use. Whilst the bathroom bins remain in place it is the responsibility of the group leaders to remove this rubbish after your session is complete.
9. PPE + Hand Sanitiser - there is a hand sanitiser dispenser at the centre in the doorway area before entering the main hall. However it is recommended that all groups bring their own (or ask attendees to bring). Face masks and gloves are not provided.
10. In the event of a fire normal fire evacuation procedures apply. The assembly point is still the car park. However social distancing should be upheld.