

# YMCA WORCESTERSHIRE

REDDITCH / WORCESTER / BROMSGROVE / WYRE FOREST  
 WYCHAVON / MALVERN HILLS

## COVID-19 Risk Assessment for re-opening Community Centres – September 2020

### 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 policies and procedures issued by YMCA Worcestershire.
3. This document is not intended to be comprehensive and YMCA Worcestershire 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**

Orange – **Recommended actions**

Green – **Actions to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<b>Staff, hirers, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.	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.	<b>Stay at home guidance if unwell. 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.</b>	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><b>Staff, hirers, contractors and volunteers</b>—Who could be at risk and likelihood staff/volunteers, could be exposed.</p>	<p>Staff/volunteers that 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><b>Staff in the vulnerable category are advised not to attend work for the time being.</b></p> <p><b>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.</b></p> <p><b>Provide screen for any reception areas</b></p> <p><b>Talk with staff and volunteers regularly to see if arrangements are working.</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. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns. Face covering is mandatory for anyone at the age of 12 and older in the community centres until further guidance by the government.</p>
<p>NHS Track and Trace</p>	<p>Visitors with no smart phones unable to scan the QR code</p>	<p><b>If unable to Scan the QR code- centre staff to continue gather individuals details to allow track and trace</b></p>	<p>All visitors are required to scan the QR code where possible</p>

<p>General Public</p>	<p>General public attending centre for enquires etc</p>	<p><b>All users must wear a face mask to contain the spread of the virus</b></p>	<p>Staff to insist anyone entering the premises to wear a face mask, with exception of children under 12.</p> <p>Staff are required to wear face coverings in certain situations <i>such as</i> attending a room of multiple people.</p>
<p>Hirer of the community space</p>	<p>Congregation in the main entrance, whilst waiting for activity/appointment to start.</p>	<p><b>Discuss arrangements with hirers to ensure safe delivery of activity. Activity lead/hirer to strongly encourage their attendees not to gather, to attend the session and depart.</b></p>	<p>Hires are requested to complete their own; risk assessment for their activity.</p> <p>Hirers are encouraged to ensure anyone unwell is not to attend the setting.</p> <p>Risk assessment must be submitted, checked and agreed before hiring can take place</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area might be too congested to allow social distancing. People drop tissues.</p>	<p><b>Mark out 2-metre waiting area outside all potential entrances with tape to encourage care when queuing to enter. Centre staff asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></p>	<p>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.</p>

<p>Entrance hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p><b>Identify “pinch points” and busy areas. Consider marking out 2-metre spacing in entrance area. Create one-way system if possible and provide signage.</b>          Door handles and light switches to be cleaned regularly.          Hand sanitiser to be provided by YMCA          Use alternative access points, stagger start and finish times to avoid mixing at the start or end</p>	<p>Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
<p>Main Hall/s</p>	<p>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.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used are to be cleaned by hirers/centre staff before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers on arranging their activities.          Hirers to be encouraged to wash hands regularly.</p>	<p>Centre hirers are strongly encouraged to clean after their session and dispose of any rubbish in the bins provided,</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.          Provide hand sanitiser.</p>

Upholstered seating	Cannot readily be cleaned between uses. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	<p><b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves.</b></p> <p><b>Staffs as well as hirers are to clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</b></p>	Centre and activity lead to consider wiping all chairs and tables before and after each use with disinfectant wipes.
Small meeting rooms and offices	Social distancing more difficult in smaller areas. Door and window handles. Light switches. Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	<p><b>Recommend hirers to hire larger meeting spaces and avoid use of small rooms, other than as offices. Or reduce number of people attending.</b></p> <p><b>Surfaces and equipment to be cleaned by hirers before use or by cleaner.</b></p> <p><b>Rooms with carpeted floors not hired for keep fit type classes.</b></p> <p><b>Wipe shared copier e</b></p>	Only hiring when main hall/meeting rooms are not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.
Kitchen	Social distancing more difficult. Door and window handles Light switches. Working surfaces, sinks. Cupboard/drawer handles. Fridge/freezer. Crockery/cutlery. Kettle/hot water boiler.	<p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b></p> <p><b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b></p>	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. Consider closing kitchen if not required or restricting access.

Kitchen	Cooker/Microwave.	<p>Hirers to bring own tea towels. 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>	If possible encourage staff and volunteers to bring in their own cups from home.
Toilets	<p>Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>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 precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.</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>Limit to only one user per toilet at any given time</p>
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch.	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	Always wear gloves when moving items.
Storage Rooms (furniture/equipment)	Social distancing more difficult. Door handles in use. Equipment needing to be moved not normally in use.	Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Boiler Room	Door handle, light switch. Social distancing not possible.	Public access unlikely. Cleaner to decide frequency of cleaning.	Leave door open and if more than one person needs to attend PEE should be worn

Events	Handling cash, too many people arrive.	We will go cashless payments as far as possible. Cash payments/donations to be handled by one individual wearing gloves.	
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