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| **Risk Assessment – Portchester Community Centre**  **RESPONSE TO COVID 19** |
| Overview; Portchester Community Centre  19 May 2020 and Ongoing    Venue – Portchester Community Centre, Westlands Grove, Portchester.    As a response to the Covid-19 Pandemic, the community centre was closed on 20/03/2020 to all but the pre-school and from-time-to-time as a facility for the NHS to use as a blood donation centre. During closure, all staff have been furloughed, the centre has been opened daily by the Centre Manager to allow Pre-school to continue offering services to key worker children and from 1 June gradually returning to normal function. The government have indicated that some leisure facilities may have the opportunity to gradually re-open from 4 July 2020. This risk assessment is necessary to consider if it is safe to open, and which groups will be safe/eligible to hire and under what basis.    Functions such as legionella testing, weekly flushing of water, emergency light testing etc have continued. Pre-Opening a deep clean of all rooms will be required. Gardens will also need to be made safe.    Hiring going forward will be based on risk management and the ability of the centre to provide the safest possible environment and the hirer to have control measures in place to keep their guests safe whilst in the centre. It is for us to make decisions regarding our own groups bearing in mind the government guidance for vulnerable groups, social distancing and any other consideration. Hirers will be responsible for providing own PPE, cleaning materials and rubbish bags and will make own decisions based on good practice. The centre will not be held responsible for the actions of hirers within their own groups.    It is necessary to complete this risk assessment and compare it alongside the risk assessment of hirers and ascertain the control measures which are necessary should the hirer reasonably be able to meet the required social distancing and hygiene practices. We will also set out the key responsibilities of each party to ensure all good practices are done and in good time.    This risk assessment will be reviewed monthly by the centre manager and amendments will be made, confirmed with the trustees and will be made available on the notice boards and on the community centre website.    Update 03.06.2020, 22-07-2020, 14-09-2020    **Likelihood – 1 low/5 high** |

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| **Hazard** | **Who may be harmed** | **Likelihood** | **Consequence** | **Control Measure – Residual consequence** |
| **Environment – Controlling the possibility of transmission** | | | | |
| Non-Essential furniture and goods in the centre. These provide opportunity for spread of virus. | Staff, volunteers, hirers and community members. | 3 | Spread of disease within the community. | Removal of the non-essential furniture and goods in general areas at the centre, this includes but is not limited to;   * Reception tub chairs * Books for sale * Leaflet stands and all leaflets from the corridor, foyer etc - Garden benches, tables and chairs. * Plants from the corridor as this will then allow a 2 way corridor which will allow for 2 metre social distancing. * Tuck from the reception desk. * Any other element which provides extra cleaning or opportunity for spread of the virus.     Residual risk level 2. |
| Opening and closing practices. Beginning and end of day practices are sufficient for normal times, with the increased risk of Covid-19 transmission there is risk of the virus remaining active overnight. | Staff, volunteers, hirers and community members. | 3 | Spread of disease within the community. | All current opening and closing procedures will apply. In addition a cleaning schedule must be adhered to prior to any member of the public gaining access to and before locking up the building as well between each hire. Hirers will be asked to assist with sanitising the equipment they use during their hire    This cleaning schedule includes common transmission areas such as door handles, worktops, tables and chairs. Tasks will be allocated to the staff member on duty and will be used throughout the day and between hirers to maintain a virus free environment.  An electrostatic fogging machine will be used periodically at a minimum at the end of the day prior to locking up. This machine will be used with a virucide which kills the virus on contact.    Residual risk level 2. |
| The kitchen is an area where the surfaces will harbour the virus as will all the cutlery, crockery and glasses. | All hirers and guests plus  Community  Staff, volunteers, hirers and | 3 | Spread of disease within the community. | The kitchen and contents will be out of use until it is safe to re-open.      Residual risk level 1 |

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|  |  | community members. |  |  |  |  |
| Pre-School entry  High footfall limits the opportunity to social distance effectively. |  | All pre-school  plus Community  Staff, volunteers, hirers and community members. |  | 3 | Spread of disease within the community. | All pre-school drop and collects will take place through the side entry to the building, directly into the Big Discoveries setting. This will ensure that we reduce the number of people through the front door and as a result limit transmission opportunities.      Residual risk level 1. |
| Accessing the building  High footfall limits the opportunity to social distance effectively. |  | All hirers and guests plus  Community  Staff, volunteers, hirers and community members. |  | 3 | Spread of disease within the community. | The principle hirer or person designated as responsible for the let will enter the building through the main door at the front. This will ensure that the staff on duty are aware that they are in the building.    Hirers will be requested to invite the members of their groups to enter through the external doors. This will be for all rooms with the exception of the garden room which does not have an external door to common ground.    Residual risk level 1. |
| Access control.  High footfall limits the opportunity to social distance effectively. |  | All hirers, guests plus community staff, volunteers, and community members |  | 3 | Spread of disease within the community | A front door/mantrap system will be in place where the outer door is open and visitors (lead hirer only and blood donors) will need to speak with the staff member through the hantch (using a WalkieTalkie) in order to gain access. The staff member will ensure the hirer/visitor signs in and then allow access to the building.  All visitors other than blood donors and lead hirers will use the side exits immediately to the room they are using.  Residual risk level 1 |
|  |  | | **Social Distance – Limiting the opportunity of spread.** | | | |
| Staff member working practices allow for staff to work with more than one colleague in a space. This does not allow social distance. |  | Community  Staff, volunteers,  and community members. |  | 3 | Spread of disease within the community. | Should 2 staff members or volunteers be working in the centre at the same time they will not share workspaces.    Residual risk level 1 |

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| Queueing at reception provides opportunity for virus spread | All hirers and guests plus  Community  Staff, volunteers, and community members. | 3 | Spread of disease within the community. | We limit the number of people in the centre and disallow entry into communal spaces and corridors.  If for some reason there are people who are at reception they will stand behind the lines on the floor demarking a safe 2metre distance.  Centre users in communal spaces must wear a face covering unless exempt or under age 12.  Residual risk level - 1 |
| Room capacity currently does not take into consideration social distancing practices. | All hirers and guests plus  Community  Staff, volunteers, and community members. | 3 | Spread of disease within the community. | Hirers are responsible for ensuring safe distancing and risk mitigation methods are in place. This will be assessed by the centre staff prior to agreeing hire.    Residual risk level - 1 |
| Visitors congregate in communal areas, including the garden and this will increase the opportunity for virus spread as social distancing is not adhered to. | All hirers and guests plus  Community  Staff, volunteers, and community members. | 3 | Spread of disease within the community. | Visitors will not be allowed to congregate, wait for children or family members in the communal areas including the garden.    Residual risk level - 1 |
| Groups in the rooms – the centre has very little influence over the conduct of hirers whilst in the room. | All hirers and guests plus  Community  Staff, volunteers, and community members. | 4 | Spread of disease within the community. | Social distancing will therefore need to be overseen by the hirer. Risk assessment by the hirer must include the methods they will use to ensure social distancing happens within their group.    Residual risk level - 2 |
| Our groups – the centre is responsible for the wellbeing of all community members who attend our groups. | All hirers and guests plus Community  Staff, volunteers, and community members. | 3 | Spread of disease within the community. | All groups will be risk assessed in the same manner as an external hire and all measures indicated in the risk assessment will be actioned. Groups which do not meet the social distancing needs will not resume until it is safe to do so.    Residual risk level -1 |

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| Toilets – Gents plus hand basins and urinals are areas where the virus can remain. Use of these should be at a social distance. | All hirers and guests plus  Community  Staff, volunteers, and community members. | | 3 | Spread of disease within the community. | The middle basin will be taken out of use as well as the second urinal. This will ensure social distancing can be maintained.    Residual risk level - 2 | |
| Toilets – Ladies plus hand basins are areas where the virus can remain. Use of these should be at a social distance. | All hirers and guests plus  Community  Staff, volunteers, hirers and community members. | | 3 | Spread of disease within the community. | The middle basin will be taken out of use as well as the middle toilet. This will ensure social distancing can be maintained.    Residual risk level - 2 | |
| Disabled toilet, baby change and hand basin are areas where the virus can remain. Use of these should be at a social distance. | All hirers and guests plus  Community  Staff, volunteers, hirers and community members. | | 1 | Spread of disease within the community. | Use of these facilities are limited to one family unit at a time naturally.    Residual risk level - 1 | |
| **Hygiene Practices –** | | **staff of the centre have been issued with PPE including gloves, a lab coat and a washable mask.** Centre users in communal spaces must wear a face covering unless exempt or under age 12. Staff are exempt from this practice unless they want to wear a mask. | | | |  |
| Office equipment which is shared is an area which may harbour the virus.    This includes keys. | All hirers and guests plus  Community  Staff, volunteers, and community members. | | 3 | Spread of disease within the community. | Each element of shared equipment such as telephones, pdq machine, keys, the computer and desks will be thoroughly cleaned between each use. Staff are required to clean the equipment at the beginning of the day and before going home.    Residual risk level – 1 | |

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| The kitchen. | All hirers and guests plus  Community  Staff, volunteers, and community members. | 3 | Spread of disease within the community. | Not for public use.    The kitchen will be cleaned at the beginning of each day and at the end of each day by the staff member on duty.    Residual risk level 1 | | | | |
| Cups, crockery and cutlery may harbour the virus. | All hirers and guests plus  Community  Staff, volunteers, and community members. | 3 | Spread of disease within the community. | No cups, crockery and cutlery belonging to the centre may be used by visitors. Cups used by all must be brought in and removed from site after use.    Residual risk level 1 | | | | |
| Rubbish and handling of rubbish can provide cross contamination opportunities. | All hirers and guests plus  Community  Staff, volunteers, and community members. | 3 | Spread of disease within the community. | Rubbish will be removed by the hirer at the end of the hire, this will include the hirers clients and guests.    Residual risk level 1 | | | | |
| Toilets – toilets are an area where the virus may prevail. | All hirers and guests plus  Community  Staff, volunteers, and community members. | 3 | Spread of disease within the community. | The toilets, cubicles and basins will be doused with anti-bacterial spray by a staff member on an hourly basis.    The hand dryer will be cleaned daily.    Signage will be placed to ask people to pick up after themselves.    Residual risk level 2 | | | | |
| Rooms and hirers – the rooms and equipment are areas where the virus can prevail. | All hirers and guests plus  Community  Staff, volunteers, and | 3 | Spread of disease within the community. | At the end of their hire, hirers will be required to clean down chairs, tables and any other equipment used during their hire using anti-bacterial spray, this will include cleaning door handles. | | | | |
|  | community members. |  |  |  | Chairs will be stacked, labelled with date of use and quarantined for 72 hours. | |  | |
| Should insufficient quarantined chairs be available then the chairs will be steam | | |  |
| cleaned using the steamer with detergent solution. |  | |
| Residual risk - 1 |
| General practice | All hirers and guests plus  Community  Staff, volunteers, and community members. | 3 | Spread of disease within the community. | All are required to wash hands often, use hand sanitiser, catch, bin and kill sneezes.    Residual risk level 1 | | | | |
| Signage – appropriate signage including PHE requirements as well as signposts to assistance and information will be displayed throughout the centre. | | | | | | | | |