



Cottenham Community Centre COVID-19 RISK ASSESSMENT

This risk assessment applies to the Community Centre building, including all hired spaces (hall, studio, rear kitchen) and all corridors and access points. A further risk assessment covers specific risks relating to the Coffee Shop.

What are the hazards?	Who might be harmed?	Identification of risk	Controls required
Cleanliness of hired space and equipment (especially after other hires)	<ul style="list-style-type: none"> • Hirers • Members of a group or class • Staff • Volunteers • Delivery persons • Visitors 	<p>Hirers or cleaner have not cleaned hired space or equipment used to the standard required.</p> <p>A group leaves hired space or equipment without cleaning.</p>	<p>Ensure that regularly used surfaces, equipment and areas of high use are cleaned before, during and after the hire e.g. tables, sinks, door and toilet handles and light switches.</p> <p>Report to staff or a trustee if the hired space is found not to be clean on arrival.</p> <p>Daily cleaning records are to be maintained by CCC.</p>
Maintaining social distancing (especially people attending who may be vulnerable)	<ul style="list-style-type: none"> • Hirers • Members of a group or class • Staff • Volunteers • Delivery persons • Visitors 	<p>People do not maintain the 2m social distancing measures.</p>	<p>Advise groups that they must comply with the social distancing measures put in place around the building and request that all attendees, including children, observe these.</p> <p>All hirers, users and group members to wear a face covering until in their hired space (hall or studio).</p> <p>Ensure that users in the vulnerable category attending any event are aware of the risks.</p> <p>Mark out 2m spacing for the waiting area outside all entrances.</p> <p>Create a one-way system and provide signage.</p> <p>Identify all busy 'Pinch Points' and busy areas.</p> <p>Instructors or hirers should explain the safety guidelines of what is expected before, during and after the class.</p>

Areas of higher risk	Who might be harmed?	Identification of risk	Controls required
Entrance lobby and all corridors	<ul style="list-style-type: none"> • Hirers • Members of a group or class • Staff • Volunteers • Delivery persons • Visitors 	<p>Possible 'Pinch Points' and busy or confined areas where social distancing may not be observed.</p> <p>Door handles, light switches, etc are in frequent use.</p>	<p>Mark out 2m spacing in these areas.</p> <p>Create a one-way system and provide clear signage.</p> <p>Door handles, light switches, etc, to be cleaned regularly.</p> <p>Hand sanitiser is provided, topped up and checked regularly.</p>
Main hall and studio	<ul style="list-style-type: none"> • Hirers • Members of a group or class • Staff • Volunteers • Delivery persons • Visitors 	<p>Social distancing guidance may not be observed.</p> <p>Door handles, light switches, etc are in frequent use.</p>	<p>Door handles, light switches, etc to be cleaned regularly.</p> <p>Hirers encouraged to wash hands regularly.</p> <p>Advise groups to use hand sanitising stations.</p> <p>Advise hirers and attendees on the social distancing measures that must be followed.</p>
Rear kitchen	<ul style="list-style-type: none"> • Hirers • Members of a group or class • Staff • Volunteers • Delivery persons • Visitors 	<p>Social distancing more difficult in confined space.</p> <p>Door handles, light switches, working surfaces, cupboard and drawer handles, crockery and cutlery, kettle and hot water boiler.</p>	<p>Hirers are asked to control the number using the kitchen, ensuring social distancing, especially those who are vulnerable.</p> <p>Advise two adults maximum and no children.</p> <p>Hirers to clean all areas likely to be used before use and wash, dry and put away crockery and cutlery after use.</p> <p>Hand sanitiser, soap and paper towels will be provided.</p> <p>Hirers to provide own tea towels and remove after use.</p> <p>Cleaning materials to be made available in a clearly identified location.</p>
Events	<ul style="list-style-type: none"> • Hirers • Event attendees • Staff • Volunteers • Delivery persons • Visitors 	<p>Handling cash and tickets.</p> <p>Managing the number of attendees.</p>	<p>Organisers arrange online system for booking and encouraged to accept only advance bookings.</p> <p>For performances seats to be limited.</p> <p>Cashless payments only accepted, as far as is possible.</p>

Managing the spread	Who might be harmed?	Identification of risk	Controls required
Respiratory hygiene	<ul style="list-style-type: none"> • Hirers • Members of a group or class • Staff • Volunteers • Delivery persons • Visitors 	Transmission between members of any group using the hired space.	<p>Catch it, bin it, kill it and Covid-19 symptoms posters to be displayed.</p> <p>Encourage groups to avoid touching mouth, nose, etc.</p> <p>Use the clearly marked hand sanitising stations on entry and exit.</p> <p>Disposal of waste containing tissues and cleaning cloths daily.</p> <p>In accordance with the requirements for airflow from an outdoor source, all windows and doors (where possible and taking account of safety and potential noise disturbance) to be opened in full.</p> <p>Air conditioning system to be maintained regularly.</p>
Hand cleanliness	<ul style="list-style-type: none"> • Hirers • Members of a group or class • Staff • Volunteers • Delivery persons • Visitors 	Transmission between members of any group using the hired space.	<p>Hand washing facilities with soap and water to be in place.</p> <p>Gel sanitisers provided in any areas where hand washing facilities are unavailable and regularly checked.</p>
Someone falls ill with Covid-19 (or showing symptoms)	<ul style="list-style-type: none"> • Hirers • Members of a group or class • Staff • Volunteers • Delivery persons • Visitors 	<p>Transmission between members of any group using the hired space.</p> <p>Symptoms such as new continuous cough or high temperature.</p>	<p>Move person to the designated safe area which is the unisex family toilet at the rear of the premises. Signage is provided to temporarily designate this space for this purpose.</p> <p>Obtain contact details and report to a member of staff or trustee.</p> <p>Details of all staff, volunteers, customers and hirers to be recorded daily and held in a secure place to be available for NHS Test and Trace purposes.</p> <p>If advised that a member of staff or the public has developed Covid-19 and were recently at the premises the manager or a trustee will contact the Public Health Authority to discuss the case.</p> <p>Managers or trustees will offer support to staff or volunteers who are or has a family member affected by Covid-19.</p>