

## Hanham Community Centre Sports Ground Pavilion - Covid-19 Risk Assessment

Date	Version	Comment	Author/Update
2 July 2020	V0.1	Initial Draft	K M Lawrence
6 July 2020	V0.2	Updated	R Edwards
8 July 2020	V0.3	Updated	R Edwards
15 July 2020	V0.4	Updated	R Davis
<b>15 July 2020</b>	<b>V1.0</b>	<b>Final Version 1.0 – Approved by HC Trustees</b>	<b>K M Lawrence</b>

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls/Actions	Status	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>5Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance.</li> <li>Drying of hands with disposable paper towels.</li> <li>Gel sanitiser at entrance to pavilion.</li> <li>May need increased waste collections.</li> </ul> <p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using standard &amp; appropriate cleaning products and methods.</p> <p><b>Social Distancing</b></p>	<p>Information sheet issued to all members and visiting teams reminding them of the need on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Posters, leaflets and other materials are available for display to maintain and remind.</p> <p>Rigorous checks will be carried out Committee Members and Trustees to ensure that the necessary procedures are being followed.</p> <p>HCC Staff, when back from Furlough, will undertake a weekly clean of foyer and toilets. Cricket Club responsible for daily cleaning.</p>	<p>Information sheet produced and agreed by Community Centre Trustees.</p> <p>Table at entrance to pavilion with hand sanitiser to be used on entry and exit.</p> <p>Information Sheet</p> <p>Information sheet produced and agreed by</p>	

		<p>Ensure visitors are reminded of the need to maintain social distancing at all times.</p>	<p>Information sheet issued to all members and visiting teams reminding them of the need to maintain social distancing at all times. All visitors need to be reminded of the importance of social distancing at all times. Signage to remind visitors of importance of social distancing including floor signs and “stand here” markings.</p>	<p>Community Centre Trustees. Signage available just needs to be displayed</p>	
		<p>Taking steps to review work schedules including start &amp; finish times/shift patterns, teams etc. to reduce number of workers on site at any one time.</p>	<p>N/A</p>	<p>N/A</p>	
		<p>Redesigning processes to ensure social distancing in place and take mitigations to reduce risk of transmission between staff/customers.</p>	<p>N/A</p>	<p>N/A</p>	
		<p>Conference calls to be used instead of face to face meetings.</p>	<p>N/A</p>	<p>N/A</p>	
		<p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>N/A</p>	<p>N/A</p>	
		<p>Consider congestion and high-traffic areas (corridors, stairs, entrance) and review how people move safely.</p>	<p>Signage/Guidance to cover this together with information sheet.</p>	<p>Information sheet produced and agreed by Community Centre Trustees. Signage available just needs to be displayed</p>	
		<p><b><u>Need for Activity/Duration</u></b> Review high contact activities and determine where they need to take place and their duration.</p>	<p>Most of the time this should be OK, need to consider everyone arriving ‘on mass’ and impact of rain etc.</p>	<p>Information sheet drafted awaiting approval from Community Centre Trustees.</p>	

		<p><b><u>Room and Venue Capacity</u></b>  At present guidance is up to two households (plus Support bubble) indoors and outdoors, plus groups of six outdoors. Maximum gathering of 30 people.</p> <p><b><u>Ventilation</u></b>  Where possible increase external ventilation (not sides or outside seating areas), and internal by opening windows and propping open doors where practical and secure to do so. (Not fire doors).</p> <p><b><u>Toilets</u></b>  Review numbers, usage and increased cleaning procedures for toilets, and consider if queuing is likely – and queue management.</p>	<p>Information sheet issued to all members and visiting teams reminding them that all areas of the pavilion are out of bounds except for the toilets and that only one person at a time allowed in the pavilion. Signage displayed to inform that only one person at a time allowed in the pavilion.</p> <p>Need to review signage to remind social distancing and need for hygiene. Particularly in Entrance area.</p> <p>Captain to open scoreboard and get controller out and scorer to sit outside on patio to control scoreboard.</p> <p>Captain's to sanitise stumps and bails from pavilion before putting out on pitch and Captain's to provide the ball for the match.</p> <p>Entrance door to be propped open together with internal doors leading to gents and ladies' toilets. Windows in gents and ladies' toilets to be opened. Captain's to place table at entrance to pavilion with hand sanitiser to be used on entry and exit.</p> <p>Signage to state only one person at a time allowed in the pavilion.</p>	<p>Information sheet drafted awaiting approval from Community Centre Trustees.  Signage available and displayed</p> <p>Captain's to be advised of their responsibility.</p> <p>Captain's to be advised of their responsibility.</p> <p>Captain's to be advised of their responsibility.</p> <p>Signage available and displayed.</p>	
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