**Hirers COVID-19 Risk Assessment 2021/2022**

**For use of the MARK CROSS COMMUNITY CENTRE**

The COVID-19 Risk Assessment has been carried out by the hirer and forms part of the hire agreement This document is issued external providers and adopted automatically by the hire if they do not utilise their own covid risk assessment

This risk assessment is to:

* Identify all possible touch points
* Reduce [mitigate] the likely spread of covid-19 and other infectious diseases

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| **Area or people at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| Clients and members of the public. | No one identified to take responsibility | Activity leader appointed to manage risk | Email that responsibility clearly to the relevant person. |
| No insurance in place | No insurance covering illness or injury. | Public Liability Insurance coverage of a minimum of 2m PLI | Insured Name |
| Numbers exceeding legal limits. | Numbers exceeding 100 [50 seated] people. | Visit venue to ascertain whether my clients can safety socially distance. | Maximum numbers based on MCCC size 60sq meters |
| Maintaining 2 meters and 1m plus | Spread of possible virus from normal transmission person to person in an enclosed space. | Consider Face coverings and allow the use of if required | Hirers have a right to insist on face covering |
| All users at risk of air borne aerosol spread of virus from physical activity session. | Inadequate ventilation | Leave doors and windows open. | Aerosol born particles now the main threat. Good ventilation is very important |
| Identify situations that may increase the likely transmission of the virus and likelihood people could be exposed. | Persons showing signs of infection. | Stay at home guidance if unwell at entrance and in Main Hall.  Do not allow entry and follow Government Guidelines foranyone with high temperature. | Ensure clients stay home if they have ‘signs and symptoms’ |
| Identify additional risk from hirer activity or situations might cause transmission of the virus and likelihood people could be exposed | Possible infections through activities other than administration and non-physical activities such as martial arts or yoga. | Is the activity a contact activity and are you following governing body guidance | Consider ages and social/ family bubbles and consent. |
| Spreading virus via touch points. | Possible contamination through touch points and not enough hand sanitiser. | Hand dispensing sanitiser to be used at the entrance, soap in the kitchen and soap inside the toilet.  Bring own bottle of sanitiser / soap and towels. | Limit touch points and encourage all to sanitise. |
| Vulnerable groups – think about who could be at risk and likelihood they could be exposed. | People who are extremely vulnerable. | Attendees in the vulnerable category must be supported to socially distance and use face covering. | Hirers must be aware that other users have been in the hall within 24 hours. |
| Track and Trance [T&T] | Hirers not being able to support the national track and trace system. | All users to check in using the QR code at the entrance.  Inform NHS T&T of any signs and symptoms or positive test.  Notify MCCC immediately of any positive covid test. | It is everyone's responsibility to support the NHS and the community to limit the spread of COVID 19. |
| Car Park/paths/ patio/exterior areas | Social distancing is not observed as people congregate before entering premises.  Parking area is too congested to allow social distancing.  People drop tissues. | Manage pinch points and observe 2 metre social distancing outside.  Consider staggered arrivals.  Avoid school peeks times of 8.30/3.00pm. | Transitory lapses in social distancing in outside areas are less risk, the main risk is likely to be where people congregate/ |
| Entrance hall and kitchen rear door | If main doors are used as an entrance and left open, anyone can wander into the entrance hall and use the toilets.  Possible “pinch point” and busy areas where risk is social distancing is not observed in a confined area. | Restrict use to clients only. Members of the external public not permitted if main doors are kept open during hire.  Use monitored by lead organiser or responsible person appointed by him/her. | Hand sanitiser needs to be checked before and after use and Lead Organiser needs to alert the hall committee with any problems. |
| Main Hall - chairs | Contamination via use of soft furnished chairs; chairs cannot be safely cleaned after every hire. | Limit use of chairs. Touch point to be cleaned/wiped after use [non fabric chairs].  Ensure chairs are placed back in exactly the same place. | Notify MCCC if you have been unable to adequately clean the chairs and donate to cleaning. |
| Main Hall - tables | Contamination via use of tables if not cleaned between hires. | Tables must be wiped clean with antibacterial cleaner.  Wiping down all tables after use. |  |
| Building – Movement though and pinch points | Pinch points at the entrance, toilet hall and rear entrance. Person coming in and out of the entrance and not being able to see the person entering at the same time as exiting. Possible contamination via conflicting air flow. | One-way system in operation from front to back and around, to be implemented by hirers.  No exit sign at the entrance [inside] and no entry at the rear [outside].  Make their clients aware of potential pitch points in the hallway and to make special consideration. | Low risk with low numbers however best client respect social distancing and allow person to exit first. |
| 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  Cooker/Cooker hood controls | Permissive use only: Only two people, socially distanced to work in the kitchen with face masks.  No crockery or utensils are available in the hall.  Bring their own kitchen items except for kettle.  No food on the premises unless specifically agreed.  All cups/spoons to be washed with anti-bacterial detergent. | Cleaning materials to be made available in clearly identified location, e.g., 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 Serving Food | Contamination from person handling food; people collecting food; social distancing when queuing | Hair nets, face covering, and surgical gloves should be worn. Ensure food to cooked thoroughly | Wash up using hot water and anti-bacterial detergent. |
| Cleaning cupboard | Social distancing not possible  Door handles, light switch; hanging up of coats | Accessed only by MCCC or their appointed persons; get floor brushes, pan etc. | Cleaner responsible only has access to his/her cupboards |
| Flooring | Fitness groups using the flooring where moisture may land on touchable points. | Physical activities, yoga and martial arts activities must cover the floor area including a 2-metre permitter. | Quarantine floor covers for 48 hours. |
| Toilets | Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. | Single person uses only. Lead organiser must anti-bacterial clean all toilet surfaces after use. | Bring their own back up materials and cleaning stations. Ask client to clean before and after use. |

**Risk Benefit Analysis**

As of the October 2021, transition rates and persons requiring hospitalisation for Covid-19 in the UK are fluctuating [National Office and Statistic]. 75% of over 18 are now double vaccinated however a high level of flu infections are predicted over the winter period. It is important to socially open and life gets back to as much normality as possible. The above prudent mitigations are to reduce the spread and is based on best practice and common sense. The MCCC and all its users support is important to bringing the public together for social, fitness and general wellbeing whilst actively helping to reduce the likelihood of contracting the virus. Physical fitness activities should be encouraged as well as all activities involving the elderly to support with mental wellbeing.

It is up to all to be responsible and respectful, to promote the spirit of community and trust. Our actions could reduce the likelihood of future lockdowns in our area.

**Date of risk assessment review: October 2021 onwards**

Document written and provided as a template for amendment by the Trustees of Mark Cross Community Centre. The Hirer is responsibility for this document to be adapted and acted upon. Trustees are not responsible of error and omission.

Adopted by the hirer as part of the agreement of hire.