

Site Name: Samuel Cody Community Date 4<sup>th</sup> August 2020

<b>Risk</b>	<b>Spread of Covid 19 in Main and Community Halls</b>
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What are the hazards?	Who might be harmed and how?	Controls required	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Group transmission	Users, Staff, Cleaners	<p>Social distancing – Signage up to remind users practice distancing when not playing e.g. queuing/coaching.</p> <p>Additional signage.</p> <p>Prop open door to allow clean air ventilation</p> <p>Consider access routes with other user groups</p> <p>Waiting areas to avoided (unless agreed and manager by hirer to maintain a 2 metre distance)</p> <p>Areas of use to be identified prior to booking</p> <p>Any one entering the building over 11 years old must wear a face covering when not participating in a physical activity/exercise.</p>	<p>Check signage is in place on regular basis</p> <p>Continue to assess system weekly.</p>	Site and Community team	Sept 2020	

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Group transmission	Users, Staff	Compliance with NHS Track Trace guidelines.	<p>Display a NHS QR Code.</p> <p>Groups to retain attendance records for 21 days.</p> <p>Community Team to keep details of group contact for groups attending the site for 21 days.</p>	Community team, hirers	<i>Sept 2020</i>	
Poor hygiene	Users, Staff, Cleaners,	<p>Hand Sanitisation Stations to set up at entrance and exit to building/hall</p> <p>Hand wash signage visible in all toilets and surrounding areas.</p>	Request all users sanitise their hand before and after sessions.	Site and Community team	<i>August 2020</i>	
Cleaning	Users, Staff, Cleaners,	Cleaning halls to include touch points after school day and in the morning following Community Use the previous evening.	Regular contact with Cleaning company.	Site and Community team and cleaning team	<i>September 2020</i>	

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Cleaning	Users, Staff, Cleaners,	Users to wipe down any areas/ equipment they have touched.		Users	Ongoing	

Risk Assessor Melissa Southan	Signature	Date
Responsible Manager Sharon Chinnappa	Signature	Date

Date Reviewed	Name and Signature	Role
22nd September	M. Southan	Community Provision lead

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**Action Plan for Risk Assessment**

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.	Signage	Low	Display Covid 19 Signage including, promoting good hygiene, symptom spotting and social distancing	Melissa Southan	07/09/20	08/08/20
2.	Site Guidelines	Medium	Distribute Guideline to all customers	Melissa Southan	07/09/20	Ongoing
3.	Sanitiser Station	Low	Identify Location and train staff wear to put them.	Melissa Southan	07/09/20	07/09/20
4.	Cleaning	High	Identify with each group what equipment will be used and agree that customer clean and wipe down	Melissa Southan and users	07/09/20	07/09/20
5.	Cleaning	High	Liaise with cleaning company regarding touch point cleaning and regularity	Melissa Southan	07/09/20	08/20

Responsible Manager Sharon Chinnappa	Signature	Date
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