

## THE STITHIANS CENTRE – COVID 19 RISK ASSESSMENT

This risk assessment has been completed by **The Stithians Centre Management Committee** and represents their best collective efforts to identify risk that might arise from hiring the Stithians Centre arising from COVID-19, based on the Guidance received from ACRE on 4 July 2020.

This document should be read in conjunction with **The Stithians Centre Emergency Safety Guidance and Plan** accessible here: <https://www.stithianscentre.org.uk/emergency-safety-guidance>. For the avoidance of doubt; express terms provided in this risk assessment **override** general guidance on the Emergency Safety Guidance and Plan.

This risk assessment supports the Terms and Conditions for Hirers (**including the Covid-19 Amendment of the 14 July 2020**) and will be circulated to all hirers as part of their booking. Signing the Hire Agreement deems the Hirer to have read and agreed to comply with any requirement set out within this risk assessment.

### **General Statement pertaining to access, occupation and egress.**

Whilst we have tried to develop movement protocol for accessing, exiting and occupying the specific rooms that make up The Stithians Centre, there are areas where maintaining an absolute social distance is not possible – these are noted below as “pinch points”. Transient passing at a closer distance is less of a risk than remaining in a more confined space, for example, a narrow corridor is less of a risk than our kitchen, where there is limited circulation space.

Where 2m social distancing is not possible 1m plus mitigation measures are acceptable. For areas which present a problem **the HIRER** will need to arrange a waiting system or create their own specific notices or rules – which should be completed as part of **their own risk assessment** for using the buildings. For new Hirers a plan of the building can be found on the centre website and a short site visit can be arranged prior to the booking to facilitate this, if required.

### **The Stithians Centre Risk Assessment**

The following risk assessment has been categorised into three risk categories:

**Red** – Mandatory Actions based on Government advice

**Orange** – Actions that we are strongly recommending

**Green** – Actions that you, **the HIRER** might like to consider.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes
<p><b>Hirers, contractors and volunteers</b> Identify what work activity or situations might cause transmission of the virus and likelihood users and visitors could be exposed.</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers</p>	<p>Extended cleaning provisions and detailed addendum to the hire agreement requires all Hirers to complete their own Risk Assessment, prior to booking and to undertake their own cleaning of surfaces, touch points, equipment, toilets etc. BEFORE and AFTER each hire, including the provision of their own cleaning materials and disposal of same off site. TSC has been deep cleaned prior to reopening and will be regularly cleaned by contract cleaners (depending on demand/use).</p> <p><b>We have put 'stay at home guidance if unwell' at entrance and in Main Hall. Our volunteers are provided with protective overalls and plastic or rubber gloves. Contractors and Hirers should provide their own. Volunteers advised to wash outer clothes after cleaning duties. Volunteers given PHE guidance and PPE for use in the event deep cleaning is required. It is not expected that our volunteers will clean the centre, but in the event that this is required a store of PPE and</b></p>	<p>We will issue our volunteers with guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. 14 July 2020</p>

		<b>cleaning materials are provided in the Office – duly marked.</b>	
Contractors and volunteers– think about who could be at risk and likelihood volunteers could be exposed.	Volunteers who are either extremely vulnerable or over 70. Volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.	Volunteers in the vulnerable category are advised not to attend TSC for the time being. We will talk with trustees, Hirers and volunteers regularly to see if arrangements are working. The Hirer should discuss the situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.	Trustees and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the person agrees it can be shared. It is important people know they can raise concerns. 14 July 2020
Paths/ patio/entrance foyer and other exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	We will place notices on all exterior doors reminding people of 2m distances, particularly in access and egress. We will mark out with tape, where possible, 2 metre waiting areas outside on our entrances to encourage care when queueing to enter. We will check areas outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves. Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
Entrance lobby/corridors	Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area.	Hirers to make extended cleaning provisions as part of their ‘Hire Agreement’. This to include sanitising/cleaning of door handles	Hand sanitiser needs to be checked daily. Bins are provided in lavatories only and these will be emptied regularly. All Hirers to remove all

	Door handles, light switches in frequent use.	and light switches regularly. Hire period extended to an hour to enable this. Hand sanitiser stations will be provided by TSC. Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area.	waste materials arising from their hire activity. Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
Main Hall door handles, light switches, window catches, tables, chair backs and arms.	Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds. Commemorative photos, displays. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by Hirers before use and after. Social distancing guidance to be observed by Hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Amended cleaning regulations as part of Hire Agreement. Provide hand sanitiser. Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Cushioned chairs to have metal/plastic parts cleaned by the Hirer before and after their session. Ask those moving them to wear plastic gloves (if deemed appropriate by the Hirer’s Risk Assessment).	Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before and after use. TSC will commission regular cleaning regimes. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc	We have prioritised hiring of main hall over smaller rooms, and these are to be used when main hall is not in use or if Hirer’s have specific needs. Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020

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/Microwave	Hirers are not permitted to access the kitchen unless their booking includes the express hire of the kitchen. Kitchen requires careful control of numbers and social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use – the dishwasher is provided for this. Hirers to bring own tea towels, cleaning equipment and cloths. Hand sanitiser is the only thing provided. Hirers to bring their own food and drink. No food, drink or rubbish to be left behind.	All cleaning materials, including washing up liquid and tea towels must be supplied and removed by the Hirer. Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
Store cupboards provided to regular Hirers	Social distancing not possible Door handles, light switch	Hire agreement amended to prohibit access to storage cupboards other than during their booked sessions. Public access unlikely to be required. Limit the number of people accessing the cupboard and ensure equipment is cleaned regularly by the Hirer.	Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean all equipment used as part of their booking before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020

Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to ensure only one person within our toilets at any one time (unless assistance is required or in the case of an emergency), with attention to more vulnerable users. Hirer to clean all surfaces etc before and after hall users arrive. We have put up posters to encourage 20 second hand washing.	We will ensure soap, paper towels, and toilet paper are regularly replenished. Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely.	Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
Stage	Building blocks for self assembly. Black out window coverings.	Hirer to control access and clean as required.	Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
Events	Handling cash and tickets. Too many people arrive	We are exploring online systems and cashless payments for events run by TSC. Hirers should ensure for performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Cash payments/donations to be handled by one individual wearing gloves.	Extended cleaning provisions and require all Hirers to complete their own Risk Assessment, prior to booking. 14 July 2020
The Library	Handling of books, return of books, cash handling and library tickets etc.	Risk assessment for the Library activity to be required prior to re-opening. Safe return procedure to be utilised by volunteers.	14 July 2020