

CM and PT Covid-19 - Risk Assessment for Reopening of the Clift Meadow and Pavilion

Date/Version: 5 July 2020, v.4

Risk Assessment – Clift Meadow RESPONSE TO COVID 19

Venue – Clift Meadow Pavilion, The Street, Bramley, Hants RG26

As a response to the Covid-19 Pandemic and in keeping with Government regulations, Clift Meadow and supporting facilities was closed on 23 March 2020. Now the Government has confirmed that some community facilities will re-open from 4 July 2020 for certain activities but remain closed for others. This risk assessment is necessary to consider if it is safe to open, and which groups will be safe/eligible to hire and under what basis.

Since the end of March we have maintained a thorough cleaning of the Halls throughout the lockdown period which will continue for the foreseeable future with greater emphasis on the kitchens. In terms of the water supply and toilet functions we operate a closed system, and toilets have been regularly cleaned. The water heating is back on and the flow has been tested and checked. We shall additionally turn on the hot water system and once it's up to temperature will flush out all the pipes including the showers. This will negate the need for legionella testing.

Hiring going forward will be based on risk management and the ability of the facilities to provide the safest possible environment and the hirer to have control measures in place to keep their guests safe whilst in the facilities. It is for us to make decisions regarding our own groups bearing in mind the government guidance for vulnerable groups, social distancing and any other consideration. Hirers will be responsible for providing their own PPE, cleaning materials and rubbish bags and will make own decisions based on good practice. The Clift Meadow Trust and its trustees will not be held responsible for the actions of hirers within their own groups.

It is believed that it will be necessary to complete this risk assessment and compare it alongside the risk assessment of hirers and ascertain the control measures which are necessary should the hirer reasonably be able to meet the required social distancing and hygiene practices. We will also set out the key responsibilities of each party to ensure all good practices are done and in good time.

This risk assessment will be reviewed weekly by the Chairman, the H&S Officer and the Bookings Manager and amendments will be made, confirmed with the Trustees and will be made available on the notice board in the Clift Pavilion and on our website.

RISK ASSESSMENT

Likelihood – 1 low/5 high

Residual Risk – 1 low/5 high

Item	Hazard	Who may be harmed	Likelihood	Consequence	Control Measures/Mitigations	Actions for implementation
1	Use of CMT furniture and equipment. These provide opportunity for spread of virus.	Trustees, cleaning staff and users/hirers	3	Spread of disease within the community	Cleaning regime by users. At the end of their hire, hirers will be required to clean down chairs, tables and any other equipment used during their hire using anti-bacterial spray, this will include cleaning door handles. Residual risk level 2.	This guidance shall be sent to all users as part of a new set of Terms. The Bookings Manager shall make allowances for extra time between bookings. Users will be required to bring their own cleaning materials, however additional cleaning materials will be made available in the kitchen areas. All relevant information will be clearly displayed on the notice boards as

						you enter the buildings. Hirers to be made aware of this in the new Terms.
2	Use of equipment belonging to user groups. These provide opportunity for spread of virus.	Trustees, cleaners, and users/hirers	3	Spread of disease within the community.	Before returning equipment to storage areas users will be required to clean any equipment used during their hire using anti-bacterial spray. Residual risk level 2.	Currently users have their own separate storage areas, with the exception of Scouts and Football. Specific advice therefore will be given to those two groups. Users are responsible for the cleanliness of their own equipment and providing the means to do that. Additional cleaning materials will be made available in the kitchen areas.
3	Use of kitchen space, The kitchen is an area where the surfaces will harbour the virus as will all the cutlery, crockery and glasses.	Trustees, cleaners, and users/hirers	3	Spread of disease within the community.	Minimise use of kitchen space by users. Users must thoroughly wash all crockery and utensils and clean down work areas with anti-bacterial spray.	Signs will be on the kitchen doors ensuring access to the kitchen is restricted to one person per group to ensure social distancing and

					Residual risk level 2.	reduce the risk of contamination. That individual will be responsible for cleaning the kitchen and signing the wall chart accordingly. Kitchen cleaning materials will be made available in the kitchen areas. Catch it, Kill it, Bin It signs to be placed on the kitchen doors.
4	Adherence to social distancing	Trustees and users/hirers	3	Spread of disease within the community.	Discourage congregation by users in entry and common areas. Use signage to remind of social distancing rules and mark out 2m spaces in entry/reception and toilet areas. Residual risk level 2.	Both the Pavilion and Brocas Hall shall have separate entry and exit points clearly marked. Due to their siting in the buildings there is minimal risk of people congregating by the toilets. Within the Pavilion the corridor will become a one-way route clearly signed. Only users will have access to inside the buildings eg parents of children attending

						classes cannot access the buildings but will drop-off and collect from outside
5	Opening and closing practices. Users self-access the buildings using wall mounted key safes this provides an opportunity for cross contamination with the increased risk of Covid-19 transmission there is risk of the virus remaining active overnight.	Trustees, cleaning staff and users/hirers	3	Spread of disease within the community.	Hirers will be advised to use disposable gloves to open and close the doors. Additional cleaning of the key safes will be added to the cleaner's list of responsibilities. This cleaning schedule includes common transmission areas such as door handles, worktops, tables and chairs. Residual risk level 2.	New Terms will specify the need to bring disposable gloves for opening and closing the Halls. Cleaner to be informed of additional duties. Hand sanitising dispensers will be placed near the entrance of both Halls.
6	Room capacity currently does not take into consideration social distancing practices.	Trustees and users/hirers	3	Spread of disease within the community.	In order to reduce the risk of cross contamination the capacity of the rooms will be capped to allow for the 2m social distancing guideline.	CMT to agree capacity levels with users in advance

					<p>Pavilion @ 58 m2 = max capacity set at 14 persons Brocas Hall @ 75 m2 = max capacity set at 18 persons</p> <p>Residual risk level - 1</p>	<p>No parties to be booked for the immediate future as per ACRE guidelines. However we shall take provisional bookings for small parties with restricted numbers for September but reserve the right to cancel nearer the time.</p>
7	<p>Access control. High footfall limits the opportunity to social distance effectively.</p>	<p>Trustees, employees and users/hirers</p>	3	<p>Spread of disease within the community.</p>	<p>User to be made aware of capacity limits under social distancing and manage arrivals. Access points and common areas will have 2 m gap floor markings and signage to remind users. Residual risk level - 2</p>	<p>New bookings and the return of former users will require a Risk Assessment to be submitted and approval from the Chairman, H&S Officer and one other trustee or nominated individual.</p>
8	<p>Pinch point: Main entry and reception area.</p>	<p>Trustees, employees and users/hirers</p>	3	<p>Spread of disease within the community.</p>	<p>Access points and common areas will have 2 m gap signage to remind users. Residual risk level - 2</p>	<p>Signage to be put up to remind people of the current requirements</p>

9	Pinch point: Toilet access	Trustees, employees and users/hirers	3	Spread of disease within the community.	<p>Access points to the toilet corridor will have 2 m gap floor markings and signage to remind users not to enter corridor until space is vacant and to give way to users vacating toilets.</p> <p>Residual risk level - 2</p>	<p>In the Pavilion the toilets are accessed via the corridor. A one way system will be marked and adhered to for approaching the toilets.</p> <p>In Brocas the toilets are near the entry. Users shall be informed not to use the toilets while classes are arriving. This is the same with the disabled toilet in the Pavilion.</p>
10	Pinch point: kitchen access	Trustees, employees and users/hirers	3	Spread of disease within the community.	<p>Access points and common areas will have 2 m gap signage to remind users.</p> <p>Residual risk level - 2</p>	<p>Access to the kitchen will be restricted to one person at a time.</p>
11	Perform	Trustees, and users/hirers	2	Spread of disease within the community.	<p>Perform have carried out their own nationwide risk Assessment which has been made available to all Trustees to review</p>	<p>Ensure they have sufficient time at the end of their class to perform their cleaning duties</p>

					Residual risk 1	
12	Muddy Fingers	Trustees and users/hirers	1	Spread of disease within the community	Muddy Fingers is an outdoor activity only. Only the hirer may access the buildings.	A hirers risk assessment to be completed before regaining access. Provision will need to be made for reduced numbers.
13	Old Basing Cricket Club	Trustees and users/hirers	2	Spread of disease within the community	Recreational cricket resumed on 11th July Outdoor training may resume as of week 05/07 but no access to the buildings	No separate arrangements to be allowed unless cleared by the ECB Cricket activity must take place outdoors only OBCC to update CMT on changes OBCC to change off site
14	Sherfield Junior Football	Trustees and users/hirers	2	Spread of disease within the community	Football is not due to commence until Sept	Review guidelines nearer the time
15	Pilates/Yoga and other indoor exercise classes	Trustees and users/hirers	3	Spread of disease within the community	Current Government guidelines mean that indoor gyms will open	All classes will be required to carry out their own Risk

					on 25 July.	<p>Assessment. The CMT Risk Assessment will be shared with them. CMT shall request a copy of their Insurance to confirm that the risk assessment is in line.</p> <p>No changing inside the Halls.</p> <p>Names of all attendees to be recorded by the hirer for track and trace procedures.</p> <p>No switching of classes</p> <p>Adherence to social distancing rules</p> <p>No attendance at a class if suffering from high temperature, cough cold or any other Covid related symptoms.</p>
16	Communal Space Visitors can congregate in communal areas,	Trustees, employees and users/hirers	3	Spread of disease within the community.	Visitors will not be allowed to congregate, wait for children or family members in the	Hirers are to inform any parents waiting of their responsibilities to

	<p>including the outdoor gym equipment, the new playground and the football court and this will increase the opportunity for virus spread as social distancing is not adhered to.</p>				<p>communal areas including the garden.</p> <p>Residual risk level - 1</p> <p>It is now permissible to use outdoor gym equipment and tennis courts. The gym equipment is spaced out sufficiently to provide over 2metres between each piece of equipment.</p> <p>Playground to re-open in August once the barriers have been removed.</p>	<p>maintain social distancing.</p> <p>Signage to be erected to ensure only 1 member per family is accompanying the user. Maximum of 5 families or 10 people at any one time. Users to move in a clockwise fashion only starting with the swings No doubling-back or returning to a previous equipment. Parents to provide</p>
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						and use hand sanitisers
17	Hirers behaviour Groups in the rooms – the centre has very little influence over the conduct of hirers whilst in the room.	Trustees and users/hirers	3	Spread of disease within the community.	Social distancing will therefore need to be overseen by the hirer. Risk assessment by the hirer must include the methods they will use to ensure social distancing happens within their group. Residual risk level - 1	Hirers are to submit a risk assessment before use or until the rules revert back to pre March 2020
18	Disabled toilet, baby change and hand basin are areas where the virus can remain.	Trustees users/hirers	3	Spread of disease within the community.	Use of these facilities are limited to one family unit at a time naturally. User take appropriate hygiene measures before and after using the facility. Residual risk level - 1	Hand sanitisers and hot water available in the toilets.
19	Changing rooms and shower areas primarily for cricket users	Trustees and users/hirers	3	Spread of disease within the community	Currently the facilities are closed and wont reopen until the ECB has decreed cricket is to resume. Upon resumption a deep clean will be necessary. Hot water	“No entry” sign to be placed on the doors. Review arrangements once the ECB has determined what is permissible.

					will regularly be flushed through the system.	Deep clean to be performed before reopening.
20	Rubbish and handling of rubbish can provide cross contamination opportunities.	Trustees, cleaners and users/hirers	2	Spread of disease within the community.	Rubbish will be removed by the hirer at the end of the hire, this will include the hirers clients and guests. Residual risk level - 1	Reminders to users to bin rubbish and utilise hand sanitizer after doing so.
21	General practice	Trustees, cleaners and users/hirers	3	Spread of disease within the community.	All are required to wash hands often, use hand sanitiser, catch, bin and kill sneezes. Residual risk level - 2	CMT to follow ACRE guidance and produce laminated signage for all spaces.
22	Signage	Trustees, employees and users/hirers	2	Spread of disease within the community.	Appropriate signage including PHE requirements as well as signposts to assistance and information will be displayed throughout the centre. Residual risk level - 1	CMT to follow ACRE guidance and produce laminated signage for all spaces.

