



Health and Safety Executive

Risk Assessment

Willingdon Trees Community Centre: Covid-19 Secure

Company name: Trees Community Association Ltd

Assessment carried out by: Lisa Playford

Date assessment was carried out: 17th May 2021

Date of next review: As guidance changes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission of the virus whilst	Community Members / Staff /	- Follow Government guidance on hands,	- Install signage on path leading to centre to remind	Staff, volunteers,	Immediately	

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<p>travelling to and arriving at the Community Centre</p>	<p>Volunteers</p>	<p>face, space. Wear face coverings.</p> <ul style="list-style-type: none"> - Walk, cycle or drive if possible. - Staggered start times to activities to avoid large numbers of people congregating in the entrance area and lobby at the same time . - Provide floor markings, barriers and signage at the entrance path to the Centre remind people to socially distance when queuing for entry (2m/1m+ rule). - People not to enter the building with any covid-19 symptoms 	<p>of need for social distancing</p> <ul style="list-style-type: none"> - Consider seeking funding to install cycle racks to provide secure storage and encourage cycling 	<p>general public</p>	<p>As opportunity arises</p>	

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		<p>and posters to be put in place in lobby to advise of this</p> <ul style="list-style-type: none"> - Display information on self-isolation, seeking medical advice and test and trace services in lobby. - People attending together are to comply with limits social gatherings – as of 17th May 2021 that is 6 individuals in total or two households/bubbles indoors with no other social mixing and 30 individuals outdoors. 				

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<p>Transmission of the virus in the enclosed lobby and reception areas</p>	<p>Community Members / Staff / Volunteers</p>	<ul style="list-style-type: none"> - Floor markings advising people to socially distance (2m/1m+ rule). - One person/household allowable in the lobby and two people/households allowable in the reception/corridor area at any one time. - Posters displayed in lobby to inform people of safety measures. - Wall mounted hand sanitiser installed in lobby for use by people before entering reception. - Everyone to sign-in and give contact 	<ul style="list-style-type: none"> - Remove existing leaflets from reception area. - Limited leaflets to be available and refreshed daily 	<p>Staff</p> <p>Activity Organisers</p>	<p>Immediately</p>	

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		<p>number when entering to enable cooperation with test and trace where necessary – to be kept securely in office in compliance with GDPR for 21 days.</p> <ul style="list-style-type: none"> - Use of own pen or one person (staff or activity organiser) to sign-in visitors to avoid multiple contacts with the pen and use of hand sanitiser. - Posters, risk assessment and compliance certificate displayed in reception to remind people of safety measures. - Face coverings to be 				

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		<p>worn in all indoor areas and signage put in place as reminder.</p> <ul style="list-style-type: none"> - Complimentary face masks provided on request to anyone that needs one. - A one-way entry system for the entrance lobby and reception area and install floor markings and signage. - No waiting area in the lobby or reception area. - A protective screen installed for the office/reception service hatch 				

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<p>Transmission of the virus in the Large Hall</p>	<p>Community Members / Staff / Volunteers</p>	<ul style="list-style-type: none"> - Reduced maximum capacity to enable social distancing to take place. No social mixing inside except permitted groupings and social distancing to be maintained. - Children’s indoor activities with a maximum of 30 attendees over 5yrs of age are permitted. - Adhere to 2m social distancing as preferred option. Capacity is <ul style="list-style-type: none"> o 9 for individuals standing/seated or o 18 for groups 	<ul style="list-style-type: none"> - Ensure all people using the venue are provided with the risk assessment and are aware of the safety measures they are required to comply with. 	<p>Staff</p>	<p>Prior to activity commencing</p>	

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		<ul style="list-style-type: none"> o 2 people standing/seated or o 24 for groups of groups of 4 people standing/seated. o Up to 36 for groups of people seated at 4 double tables. <p>- Adhere to 1m plus mitigating measures for social distancing as second option.</p> <p>Capacity</p> <ul style="list-style-type: none"> o 18 for individuals standing/seated or 				

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		<ul style="list-style-type: none"> ○ up to 36 for groups of 2 people standing/seated or ○ 36 people seated in groups of 8 at 4 double tables or ○ up to 36 in groups of 6 at 6 single tables. <p>- Additional mitigating measures required at 1m social distancing include:</p> <ul style="list-style-type: none"> ● People seated in household/bubble groups only ● Seating positioned side by side or 				

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		<p>back to back, not facing each other</p> <ul style="list-style-type: none"> • Keeping activity times to a minimum • Making use of partition screens where appropriate <p>- Different variations of the above seating plans that adhere to social distancing are allowable.</p> <p>- 2m/1m measuring stick available to help activity organisers to set-up tables and chairs at a safe distance.</p> <p>- Face masks to be worn in all indoor areas</p>				

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		<ul style="list-style-type: none"> - Floor markings and posters reminding of the need to socially distance. - Exit is via garden/fire door to minimise people coming into close contact at the entrance and corridor. - External doors and windows to remain open where practical to aid ventilation. - Wall mounted hand sanitiser installed and pump sanitisers available for tables to enable more frequent hand cleaning. - Posters displayed in key locations are remind people to wash 				

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		<p>hands regularly and socially distance</p>				
<p>Transmission of the virus in the small hall</p>	<p>Community Members / Staff / Volunteers</p>	<ul style="list-style-type: none"> - Reduced maximum capacity to enable social distancing to take place. 18 is the maximum with 1m+ measures. - No social mixing inside except permitted groupings of 6 individuals or two households and social distancing to be maintained. - Children's indoor activities with a maximum of 30 attendees over 5yrs of age are permitted, but we cannot 	<ul style="list-style-type: none"> - Ensure all people using the venue are provided with the risk assessment and are aware of the safety measures they are required to comply with. 	<p>Staff Activity Organisers</p>	<p>Prior to activity commencing</p>	

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		<p>accommodate more than 16 people the small hall due to social distancing.</p> <ul style="list-style-type: none"> - 2 m is the preferred option. Capacity is <ul style="list-style-type: none"> o 6 for individuals standing/seated or o 12 for groups of 2 people standing/seated or o 16 for 2 groups of 8 people seated at two double tables. - Adhere to 1m plus mitigating measures for social distancing as second option. 				

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		<p>Capacity is</p> <ul style="list-style-type: none"> ○ 9 individuals standing/seated or ○ 18 for groups of 2 people standing/seated or ○ 8 individuals seated at single tables ○ 16 for 2 groups people seated at 2 double tables <p>Additional mitigating measures required include:</p> <ul style="list-style-type: none"> ○ People seated in household/bubble groups only 				

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		<ul style="list-style-type: none"> ○ Seating positioned side by side or back to back, not facing each other ○ Keeping activity times to a minimum ○ Making use of partition screens where appropriate - Face masks to be worn in all indoor areas - Different variations of the above seating plans that adhere to social distancing are allowable. - 2m/1m measuring 				

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		<p>stick is available to help activity organisers to set-up tables and chairs at a safe distance.</p> <ul style="list-style-type: none"> - Floor markings and posters reminding of the need to socially distance. - Exit to be via fire door to minimise people coming into close contact at the entrance and corridor. - External doors and windows to remain open when practical to aid ventilation. - Wall mounted hand sanitiser installed and pump sanitisers available for tables to 				

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		<p>enable more frequent hand cleaning.</p> <ul style="list-style-type: none"> - Posters displayed in key locations are remind people to wash hands regularly and socially distance 				
<p>Transmission of the virus in the toilets</p>	<p>Community Members / Staff / Volunteers</p>	<ul style="list-style-type: none"> - Hand washing facilities are available. - Posters are displayed reminding people to hand wash along with effective techniques. - Reduced maximum capacity to enable social distancing – 2 people in the Ladies, 2 people in the Gentleman’s, 1 person plus carer in the Disabled toilets. 	<ul style="list-style-type: none"> - People to check prior to entering - Change into suitable clothing for activity prior to attending the Centre where possible - no unavoidable changing or loitering in the toilets. - Avoid leaving personal items in the toilets 	<p>Staff Centre Users</p>	<p>Ongoing</p>	<p><input checked="" type="checkbox"/></p>

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		<ul style="list-style-type: none"> - Antibacterial wipes are provided in each cubical, with posters asking people to wipes down handles, flush handle and toilet seat after each use. - Face masks to be worn in all indoor areas 				
<p>Transmission of the virus in the kitchen/during Café sessions</p>	<p>Community Members / Staff / Volunteers</p>	<ul style="list-style-type: none"> - Safer Food, Better Business framework is followed by TCA Groups and Hirers. - Maximum capacity of 2 people in the kitchen to enable social distancing – one from each activity if two groups are using the Centre halls 	<ul style="list-style-type: none"> - Install screen at kitchen hatch - Install floor markings and posters at the kitchen hatch to remind people one at a time and to stay 2m/1m+ apart when collecting food/drinks. - When café and group sessions recommence, only accept food donations 	<p>Staff Activity Organisers</p>	<p>Prior to activity commencing</p>	

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		<p>simultaneously.</p> <ul style="list-style-type: none"> - Following food hygiene good practice to the letter - Extra vigilance with cleaning surfaces and equipment, and hand washing more frequently and between food preparation stages and servicing customers. - The wearing of face coverings and remembering to wash hands before putting on and taking off - Table service is mandatory for café sessions. - Indoor hospitality is 	<p>of covered/package ready-to-eat foods or foods that can be washed prior consumption, such a fruit and veg</p>			

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		<p>permitted from 17th May with groupings of six individuals or two households at tables with</p> <ul style="list-style-type: none"> - Social distancing at 1m+ to be observed by all but households/bubbles - People to use a designated work space where possible - People to avoid face to face contact, working back to back or side by side instead where possible - One person to access the fridge, cooker, urn, sink etc at a time - Keeping the windows and exit door to the 				

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		garden open to improve ventilation				
<p>Transmission of the virus from activities deemed higher risk due to increased airborne particles</p>	<p>Community Members / Staff / Volunteers</p>	<ul style="list-style-type: none"> - Activities not currently permitted in by law/government guidance are suspended. - For training courses, face covering are required to be worn unless individuals have medical exemption. - A maximum of 30 people are allowed to attend support groups. - Children's activities, playgroups and youth activities for up to 30 people are permitted (under 5yrs of age not 	<ul style="list-style-type: none"> • Links to guidance to be provided to hirers that run these activities • A commitment to adhere to the Centre's general safety measures will be required from all activity leaders. • A Risk Assessment for the specific activities to show they are complying with Government guidelines for their sector will be required prior to activities being 	<p>Staff Activity Organisers</p>	<p>Prior to activities commencing</p>	

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		<p>counted).</p> <ul style="list-style-type: none"> - Religious worship is permitted, provided households/bubbles do not mix. - Events are permitted both indoors and outdoors with 50% capacity (the Centre will not be taking bookings for informal events or parties until step 4 of the Covid Roapmap is reached). - All regular hirers to comply with Centre RA but also to submit a Covid-19 for their activity to cover any specific additional measures required as per sector guidance 	<p>allowed to recommence.</p> <ul style="list-style-type: none"> • Measures, additional to those identified of the Centre generally, include: <ul style="list-style-type: none"> - Limited numbers to enable social distancing - Avoidance of sharing and additional cleaning of equipment - Avoidance of face to face interaction - 3m distance for singing advised - Working outdoors when possible - Prior booking systems - Reducing personal interactions - Marked out flooring, 			

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			fixed positions where possible - Limiting the need to change clothing, arriving ready - No waiting areas or spectators - Barriers or screens between participants where possible - Break time between classes for cleaning			
Transmission of the virus in the gardens	Community Members / Staff / Volunteers	<ul style="list-style-type: none"> • Furniture spaced to enable social distancing • People encouraged to sanitise hands on entering and leaving the garden area 	<ul style="list-style-type: none"> • Refer to RA for Community Gardens. 			<input checked="" type="checkbox"/>

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		<ul style="list-style-type: none"> • Parasols and Marquee (without side panels to aid ventilation) to be erected to offer shade • No more than 6 individuals or 2 households/bubble to socially mix. • 30 people limit on outside gatherings – can accommodate 30 people in the large garden but a maximum of 18 in the small garden to enable social distancing. 				

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<p>Transmission of the virus when using the Donation Station/Book Exchange</p>	<p>Community Members / Staff / Volunteers</p>	<ul style="list-style-type: none"> • Only household/bubble to browse the area at a time • People to move put of the area if people need access to the Gentleman's toilet • People encouraged to bag items and then sanitise hands. • People advised to wipe/wash items prior to use. • Donated items to be stored for 72 hours prior to display to help prevent spread of live virus 	<p>n/a</p>	<p>Staff Lead Volunteer</p>	<p>Ongoing</p>	<p><input checked="" type="checkbox"/></p>

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<p>Transmission through shared use of Community Centre space and equipment</p>	<p>Community Members / Staff / Volunteers</p>	<ul style="list-style-type: none"> • Full Centre clean to take place prior to reopening • Contract cleaning to be extended to every day that activity takes place at the Centre in line with Centre needs. • Activity leaders to wipe down any equipment after use – such as chairs and tables – with the anti-bacterial spray and paper towels provided (stored in the kitchen) • Activity leaders to wipe down high 				<p style="text-align: center;"><input checked="" type="checkbox"/></p>

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		<p>contact points - such as surfaces and door handles - at the start and end of each session using the gloves, anti-bacterial spray and paper towels provided (stored in the kitchen)</p> <ul style="list-style-type: none"> • Additional time scheduled between activities to enable more time for cleaning • Posters displayed to remind people • Requirement for hirer to clean has been added to booking 				

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		agreement. <ul style="list-style-type: none"> Hand sanitiser installed in key locations throughout building 				
Transmission of the virus in the Office	Staff/Volunteers	<ul style="list-style-type: none"> Working from home as preferred option where possible One person in the office is preferred options (2m rule) Two people in the office allowable with mitigating measures (1m+rule) Laptops/mobiles for use by individual staff 	<ul style="list-style-type: none"> Refer to RA for Safe Working 	Staff Volunteers	Prior to activity recommencing	<input checked="" type="checkbox"/>

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		<p>members</p> <ul style="list-style-type: none"> • Window to be opened to improve ventilation • Use own equipment and/or clean shared equipment • Staff to wipe over with anti-viral cleaner the desk, printer, telephones, key cupboard, door handles and any other high contact surfaces in the office at the start and end of their work session • Staff to practice regular hand 				

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		cleaning and sanitisation <ul style="list-style-type: none"> • Designated landline phones (Lisa's on the right/Hannah's on the left) 				
Spread of the virus from unavoidable close contact – i.e. security, emergency situations, or accidents	Staff / Community Member / Visitor	<ul style="list-style-type: none"> • Maintain social distancing where possible • Make use of PPE such as masks, gloves and sanitiser where close contact is unavoidable (e.g. first aid situations) • Ensure good hygiene and 		Staff Volunteers Activity Organisers First Aiders	Immediately and ongoing	<input checked="" type="checkbox"/>

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		sanitisation immediately after any incidents				
Transmission of the virus to vulnerable groups	Elderly / Clinically Vulnerable / people from BAME backgrounds / Children	<ul style="list-style-type: none"> • Requiring Centre Hirers to follow Government Guidance • Full RAs to be undertaken for each TCA activity 	<ul style="list-style-type: none"> • Risk assess specific TCA group and other activities to ensure risks are minimised for vulnerable people • Plan to reintroduce TCA led activities during December, considering alternative forms of activity delivery where possible 	Staff Lead Volunteers	August / September 2020	

Date	Reviewed & updated by:
19.07.2020	First Draft – Lisa Playford (Senior Development Worker)

24.06.2020	Lisa Playford – Senior Development Worker
30.06.2020	Lisa Playford – Senior Development Worker
14.07.2020	Lisa Playford – Senior Development Worker
10.08.2020	Lisa Playford – Senior Development Worker
16.09.2020	Lisa Playford – Senior Development Worker
26.11.2020	Lisa Playford – Senior Development Worker
18.03.2021	Lisa Playford – Senior Development Worker
17.05.2021	Lisa Playford – Senior Development Worker