

# Covid-19 Risk Assessment

## Opening the Facilities of Herne Farm Leisure Centre Limited July 2020

Covid-19 has changed our usual risk assessment of the Site Hall Sport Facilities and Open Space Areas owned by the Leisure Centre owing to its contagious nature and subsequent mitigation.

A key part of the risk assessment is identifying "pinch points" where it is not possible for people to maintain social distancing of 2 metres apart. They should keep a distance of '1 metre plus'. This means staying one metre apart, whilst observing precautions to reduce the risk of transmission. 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 a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. In areas which present a problem, people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

It is likely that the Centre will open in three stages. The Hall area initially, followed by Squash and finally Swimming. This will depend upon Government clarity for each at the time and the resources available. There will therefore be limitations.

### Important Notes

- The Covid-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
- This document is not intended to be fully comprehensive, as legislation will continually be updated by the government. Herne Farm Limited cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three "traffic -light" colour coded categories as follows:

- Red – **Actions based on Government advice (i.e. should be considered mandatory).**
- Orange – **Actions that are strongly recommended.**
- Green – **Actions that you might like to consider.**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces possibly or actually infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with Covid-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p><b>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</b></p> <p><b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b></p> <p><b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></p>	<p>Staff/volunteers may need 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.</p>
<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or 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.</p> <p>Mental stress from handling the new situation.</p>	<p><b>Staff in the vulnerable category are advised not to attend work for the time being.</b></p> <p><b>Discuss 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.</b></p> <p><b>Provide screen for any reception office or such close face to face situations.</b></p> <p><b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p><b>Car Park/paths/patio/exterior areas</b> (Open spaces belonging to Herne Farm Ltd also need H&amp;S applied to all land owned by Herne Farm Ltd, not just the Leisure Centre.)</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p><b>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</b></p> <p><b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></p>	<p>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.</p> <p>2m safe distancing distancing lines needed for queues outside and inside foyer one way system.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

<p><b>Entrance hall/corridors/ Mezzanine Floor area/ Stairs</b></p>	<p>Possible “pinch points” and busy areas where the risk of social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p><b>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</b></p> <p><b>Door handles and light switches to be cleaned regularly.</b></p> <p><b>Hand sanitizer to be provided by entrance hall etc.</b></p> <p><b>Mezzanine should be out of bounds for Hirers for the time being because of the bottleneck the stairs create.</b></p> <p><b>Use of an Infra Red Temperature check on people device should be considered.</b></p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	<p>Hand sanitizer needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p> <p>Signage needed.</p> <p>Maximum number of people permitted when Mezzanine open should be of the order of 2-3 at any one time. Mainly for table tennis.</p> <p>It should be considered that Hirers can use the foyer only as an entrance and a different route to exit be arranged from the Hall.</p> <p>Table tennis on Mezzanine floor. Users should wipe down between games use sanitizer, keep to social distancing and no doubles initially Singles only (two people) face to face. No mitigation.</p> <p>Non contact Hand Sanitizers should provided here and throughout the building.</p>
<p><b>Main Hall</b></p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen. Window curtains or blinds.</p> <p>Commemorative photos, displays.</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used, to be cleaned by hirers before use or by hall cleaning staff.</b></p> <p><b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</b></p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Signage needed.</p> <p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Provide non contact hand sanitizers.</p>

	<p>Social distancing to be observed.</p> <p>Maximum safe capacity needs to be approximated in line with latest government guidelines.</p>	<p><b>Social distancing guidance to be observed by hirers in arranging their activities.</b></p> <p><b>Hirers to be encouraged to wash hands regularly.</b></p> <p><b>Subject to the two meter rule (no real mitigation for less) the Hall should have a maximum capacity of the order 20 people initially to be on the safe side for lectures etc.</b></p> <p><b>Numbers will vary for various different activities (to be advised).</b></p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	<p>Seating in Hall needs to be limited currently and marked 'spots' for chairs made which should also be 'staggered' to discourage shifting of seats during lectures, talks etc to maintain correct social distancing. Spare chairs should be stored away.</p> <p>Initially only Hall should be hired until the feasibility of social distancing in the centre is established.</p> <p>Spray cleaners should be considered.</p> <p>The coat hanging racks just to the left inside the hall entrance need consideration. This is a "pinch point" for close crowd contact before and after sessions.</p>
<b>Office/or small meeting room</b>	<p>Social distancing more difficult in smaller areas.</p> <p>Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p><b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</b></p> <p><b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b></p> <p><b>Rooms with carpeted floors not hired for keep fit type classes. Wipe copier etc if shared.</b></p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p> <p>The Manager's office should initially have no more than about 2-3 people in at one time in addition to the Manager.</p> <p>May provide a "kettle point" to avoid two groups using the same kitchen.</p> <p>Signage needed. Provide non contact hand sanitizers.</p>

		<p><b>Safety screen (plastic) and/or transparent face visor should be used for Manager, as Manager/clients will have face to face contact.</b></p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	
<b>Kitchen and Bar Area</b>	<p>Social distancing more difficult.</p> <p>Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave</p>	<p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b></p> <p><b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b></p> <p><b>Hirers to bring own tea towels.</b></p> <p><b>Hand sanitizer, soap and paper towels to be provided.</b></p> <p>Consider encouraging hirers to bring their own Food and Drink for the time being.</p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen and Bar Area if not required or restricting access.</p> <p>Discourage prolonged face to face "chatting" and associated risk.</p> <p>Signage needed. Provide non contact hand sanitizers.</p>
<b>Store cupboards (cleaner etc)</b>	<p>Social distancing not possible. Door handles, light switch.</p>	<p><b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></p>	

<b>Storage rooms (furniture/equipment)</b>	<p>Social distancing more difficult.</p> <p>Door handles in use. Light fittings.</p> <p>Equipment needing to be moved not normally in use.</p>	<p><b>Decide whether hall cleaner cleans or hirer to clean equipment required before use.</b></p> <p><b>Hirer to control accessing and stowing equipment to encourage social distancing.</b></p>	<p>Consider whether re-arrangement or additional trolleys (if used) will facilitate social distancing.</p> <p>Wipe handles and doors etc.</p>
<b>Toilets</b>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use. For example door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p> <p>Only Hall one to be used initially. Pool area ones to be closed until further notice.</p>	<p><b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b></p> <p><b>Hirer to clean all surfaces etc before public arrive unless staff have pre-cleaned out of hours.</b></p> <p><b>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b></p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p> <p>Automatic paper dispensers(non contact) to be used where possible.</p> <p>Signage needed. Provide non contact hand sanitizers.</p> <p>Only one person should be allowed in at a time owing to social distancing. Needs monitoring. Cleaning should be after each use. Schedules, rota and records need to be made and kept of these. We do not have the staff to do this at present.</p> <p>As well as the toilet, the door handles, exit buttons, benches, countertop, hair dryer, coat hooks etc will need cleaning here and throughout the building.</p>
<b>Boiler Room</b>	<p>Door handle, light switch</p> <p>Social distancing not possible</p>	<p><b>Public access unlikely. Cleaner to decide frequency of cleaning.</b></p>	
<b>Stage</b>	<p>Curtains (if present)</p> <p>Social distancing</p> <p>Lighting and sound controls.</p>	<p><b>Consider removal of stage curtains (if present) or tying back out of reach.</b></p> <p><b>Hirer to control access and clean as required.</b></p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	<p>Signage needed.</p>

<b>Events</b>	Handling cash and tickets.  Too many people arrive.	<p><b>Organisers arrange online systems and cashless payments as far as possible.</b></p> <p><b>For performances seats to be limited, booked in advance, 2 seats between individuals or households.</b></p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	See National Rural Touring Forum guidance, Section 2.6  Signage needed. Provide non contact hand sanitizers.
<b>Squash Courts</b>	Social distancing.  Contact with playing equipment, racquets, balls, etc.  Refreshments.  "Pinch point" in corridor leading to 2nd squash court.	<p><b>Indoor gyms, pools and leisure centres allowed by the government from 25th July if Covid 19 secure.</b></p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	<p><a href="https://www.englandsquash.com/">https://www.englandsquash.com/</a> provides Guidance.</p> <p>Consider opening for a limited number sessions when the centre is staffed to establish the feasibility of social distancing and post session sanitising; otherwise keep closed initially.</p> <p>Consider using one court booking only on an alternate basis to enable Covid 19 cleaning schedule and recording of same.</p> <p>Signage needed. Provide non contact hand sanitizers.</p> <p>See swimming cleaning/sanitising staff consideration.</p>
<b>Table Tennis</b>	Social distancing.  Contact with playing equipment, bats, balls, table, nets etc.  Refreshments.	<p><b>Indoor gyms, pools and leisure centres allowed by the government from 25th July if Covid 19 secure.</b></p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	<p>Observe Guidance from Table Tennis England, <a href="https://tabletennisengland.co.uk/">https://tabletennisengland.co.uk/</a></p> <p>Keep closed initially. Provide non contact hand sanitizers.</p> <p>Signage needed.</p>

<p><b>Swimming Pool Area</b></p>	<p>Social distancing.</p> <p>The pool itself, the changing rooms and associated toilets and associated pump room etc.</p> <p>Perhaps pools will be allowed to open initially but not changing facilities. The swimming pool governing body will need to be consulted for guidance.</p> <p>A trained employee or volunteer allocated sufficient time to complete the cleaning tasks is likely to do so; an untrained user who is in a hurry to get home and shower might skimp on the job.</p> <p>Consider adequate ventilation.</p>	<p><b>Indoor gyms, pools and leisure centres allowed by the government from 25th July if Covid 19 secure.</b></p> <p><b>Need to conform to the Government permitted social "bubble" guide-lines.</b></p>	<p>Changing rooms- they would need cleaning after every single use and records made. Consider opening for a limited number sessions when the centre is staffed to establish the feasibility of social distancing and post session sanitising; otherwise keep closed initially. See Guidance from;</p> <p><a href="https://www.swimming.org/swimengland/tag/coronavirus-advice/">https://www.swimming.org/swimengland/tag/coronavirus-advice/</a></p> <p>Limited numbers (i.e maximum etc) to the pool who will be there and how to monitor?</p> <p>Cleaning materials to be made available in clearly identified location, eg, regularly checked and re-stocked as necessary.</p> <p>Signage needed. Provide non contact hand sanitizers. Toilets in changing rooms not to be used initially, only foyer one.</p> <p>Unless we employ someone or have a volunteer to sanitise the changing rooms, front door handles and anything else users may have touched etc between each pool booking, we cannot allow anyone to use the swimming pool(this applies to other non swimming activities as well). It's about the door handles / door plates, toilet handles, taps and any other surfaces someone may touch or cough / sneeze on and which may harbour Covid-19.</p>
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The Government have stated that after 25th July leisure centres are allowed to reopen as soon as the venue decides it is safe.

The Government have not assessed our facilities and therefore cannot make a decision about whether they are safe - it is the Directors who are responsible to ALL the shareholders for making the decision about what is safe.

The Directors are working very hard to identify the necessary safety, compliance, management and operational issues through a Covid 19 risk assessment such as this and to establish a plan to address and mitigate issues as required by the Government.

The shareholders need to be aware that access to some areas of the building, and activities that do not conform to the requirements, will not be permitted until the guidelines change. Major problems the Directors have to deal with are: managing the lack of space in some parts of the Centre for practising social distancing; ensuring extra COVID-19 compliant cleaning is carried out when we do not have an on site cleaner, and recording all visitors to the Centre if the office is closed.

At present we are working with the current legislation and risk assessment, so that everything is in place with the above blueprint of requirements for the safe reopening of our Centre, and complying with all current Government's guidelines. As we know, this is ever changing, so this will be updated and any changes will be compiled as well.

Compiled by Dr C G Roffey, Director, acting for and on behalf of The Board

This policy was approved by the Herne Farm Board **on 25th July 2020**

This policy is due for review by the Herne Farm Board **on 25th July 2021** or as required throughout 2020 and after