

COVID-19 Risk Assessment for Pitstone Pavilion

NB: The site is currently closed for the second national lockdown. The following risk assessment reflects the anticipated position once the site is able to re-open.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors and volunteers – work activity or situations that might cause transmission of the virus and the likelihood that staff 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>Stay at home guidance if unwell at main entrance, entrance to changing village & by turnstiles. Staff/volunteers provided with PPE. Contractors to provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers to be issued with guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p>

<p>Staff, contractors and volunteers– identify who could be at risk and the likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. 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. Mental stress from handling the new situation.</p>	<p>No staff in the vulnerable category. However, all staff may need to be advised if someone tests positive for COVID-19.</p> <p>Talk with staff & volunteers regularly to see if arrangements are working.</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 – build into the Terms and Conditions of hire.</p> <p>It is important staff/volunteers/ contractors know they can raise concerns.</p> <p>Ongoing discussions with staff/volunteers.</p>
<p>Car Park/paths/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues/masks etc.</p>	<p>Free standing signs provided to mark out 2 metre waiting area outside ticket office.</p> <p>Social distancing signage provided along covered walkway for use when queuing at serving hatch or rear entrance.</p> <p>Social distancing signs & paint marking provided by pitches.</p> <p>Encourage external sports hirers to utilise a one-way system, dispersing through the side gates rather than through the building.</p> <p>If 2 different clubs/teams utilising site at the same time, each may require a separate entrance/exit strategy and each will require different QR codes.</p> <p>Cleaner & hirers asked to check outside as well as inside for rubbish which might be contaminated, e.g. tissues/masks and dispose safely.</p> <p>Signage provided in both corridors.</p>	<p>Confirm requirements to hirers within Terms and Conditions of Hire.</p>

		Where possible, one hirer to vacate site before next hirer arrives, to avoid congestion in the car park.	
One-way system	Some hirers eg outdoor sports, may be able to initiate use of different entry and exit points (eg enter through turnstile and exit through side gate). For community room hirers this will not be possible as there is only one entrance.	All hirers to be encouraged to consider if different entrance and exit points are suitable for their hire period, and ensure they communicate any directions to their guests. If regular hirers are using set routes, consider if feasible to grant permission for their signage to remain in place. Make sure it is clear which routes relate to which users.	Confirm requirements to hirers within Terms and Conditions of Hire.
Sports spectator areas	Where spectators are permitted, they must remain in groups of no more than 6, and these groups must not mingle.	Groundkeeper to mark out 2m points along spectator edges to help people identify other bubbles of 6 and maintain sufficient distance from them. Display posters to promote social distancing.	Confirm requirements to hirers within Terms and Conditions of Hire.
Entrance hall & changing village corridors	“pinch points” and busy, confined areas, where risk that social distancing is not observed – especially as main toilet facilities are located in entrance hall. Door handles, light switches, control panels, key boxes etc in frequent use. Social distancing to be observed. Masks must be worn indoors.	Suite of posters on main entrance door with (a) full door list (b) QR code (c) mask sign. Posters to promote social distancing in both corridors. Hand sanitiser in wall dispensers provided by all three corridor entrances. Hand sanitiser provided in free standing dispensers for use either side of turnstile entrance. Door handles and light	Hand sanitiser needs to be checked regularly. Include instructions to hirers within Terms and Conditions of Hire. Include instructions to guests on posters displayed at all entrance points.

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		<p>switches etc to be cleaned regularly.</p> <p>Hirers to control volume of guests in these corridors at any one time.</p> <p>Hirers to clean all frequent touch points before their guests arrive, regularly throughout their hire period and again before they depart.</p>	
Community Room	<p>Door handles, light switches, window catches, tables, chairs all to be cleaned regularly throughout hire.</p> <p>Soft furnishings which cannot be readily cleaned between use should be minimised.</p> <p>Projection equipment, screens, TV, photos etc need regular cleaning.</p> <p>Social distancing to be observed.</p> <p>Masks must be worn.</p> <p>Doors & windows to remain open.</p>	<p>Door handles, light switches, window catches, tables (tops & mechanisms), chairs (seats, backs and supports) and other equipment used to be cleaned by hirers.</p> <p>Reminder sign erected.</p> <p>All chairs to have wipeable surfaces rather than fabric to facilitate easy cleaning.</p> <p>No curtains installed.</p> <p>No carpet installed.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Masks to be worn indoors, unless guest is seated and eating or drinking.</p> <p>Hirer should open community room doors and rear access and/or windows to improve ventilation.</p> <p>Door wedges provided. Keys for windows and doors provided to hirers.</p>	<p>Include instructions to hirers within Terms and Conditions of Hire.</p> <p>Include instructions to guests on posters displayed at the entrance points.</p> <p>Community Room to be kept locked if not required by hirers to reduce contamination.</p>

Office	Social distancing more difficult in smaller areas Door and window handles, light switches tables, chair backs and arms. Copier, laminator, shredder – all to be cleaned regularly. Floors with carpet tiles less easily cleaned.	Visitors to office to be kept to minimum. Surfaces to be regularly cleaned. Hand sanitiser and masks to be utilised by guests. Social distancing to be maintained between visitors and staff.	No public access. Door will be locked.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/Crockery/cutlery Kettle/hot water boiler Cooker/Dishwasher	Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use and wash, dry and stow crockery and cutlery after use. Hirers to clean all appliances used (eg fridge, oven) after use. Hirers to clean all surfaces after use. Hirers to bring own tea towels & hand towels. Soap and basic supplies provided in case hirers have forgotten their own. Encourage hirers to ask guests to bring their own Food and Drink.	Hirers to bring own cleaning materials where possible to avoid cross contamination. Council cleaning materials to be regularly checked and re-stocked as necessary. Keep kitchen closed if not required during hire period to reduce contamination.
Store cupboards (eg cleaning) and ticket office.	Social distancing not possible Door handles, light switch need cleaning.	Hirers to clean all surfaces on arrival and departure if they have utilised. Masks must be worn & sanitiser utilised. Signage reminders erected. Number of users to be restricted – signage erected.	Sanitiser to be provided in ticket office once shelf installed. Sanitisers in stores to be relocated once shelving installed.

Storage Rooms & Container (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use.	Hirer to clean any equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing. Hirer to clean touch points etc prior to use and on departure. Masks must be worn and sanitiser utilised.	Signage to be erected once NSP vacated the stores.
Groundkeepers store	No public access. Only to be utilised by groundkeeper.	No public access. No access for clubs or hirers. Groundkeeper to be only person with access and therefore to determine own cleaning requirements.	
Indoor 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 control numbers accessing toilets at one time, with attention to more vulnerable users. Posters displayed on doors limiting use to 1 person (or 1 parent and child). Hirer to clean all surfaces etc before public arrive, repeat throughout hire period and again prior to departure. Posters erected inside to encourage 20 second-hand washing. Masks must be worn indoors.	Ensure soap, dryers and toilet paper are regularly replenished. Hirers will be able to access replenishments via locked store if necessary.
Boiler/Plant Room	Door handle, light switch Social distancing not possible	Hirers should not need to access the plant room. No key will be provided.	

Changing Rooms	Government guidance is these remain closed unless essential.	<p>Changing rooms to remain closed unless essential. Where clubs deem use is essential (eg for segregated toilets, disabled athletes or medical room use), this should not include use of communal showers, which will remain closed (signage erected). Clubs should encourage players to arrive changed and shower at home. Where clubs/leagues require use of changing rooms, no more than 6 people maybe admitted to each room (signage erected). Hirers/clubs must be responsible for following government guidelines on social distancing etc.</p> <p>Masks must be worn indoors.</p> <p>Where the changing village is utilised, every surface must be cleaned before use, during use and again prior to departure. Hirers should utilise their own equipment where possible to avoid cross contamination but will be able to access council cleaning materials in the storeroom if required.</p> <p>Additional requirements to be included in Terms and Conditions.</p>	Include in Terms and Conditions of Hire.
Events/Ticket Sales	Handling cash and tickets Too many people arrive	<p>Organisers arrange online systems and cashless payments as far as possible. Hirers to ensure that cash payments/donations to be handled by one individual wearing gloves where possible.</p> <p>Where hirers are permitting spectators etc, they must have</p>	Include in Terms and Conditions of Hire.

		<p>sufficient volunteers/staff to ensure their booking can comply with government guidance eg special care must be taken with the vulnerable, no groups may exceed 6, at least 2m between groups.</p> <p>Where the council has evidence that spectator volumes can not be managed by a hirer, it reserves the right to prohibit that hirer from admitting spectators until remedial measures can be put in place by that hirer.</p>	
<p>Catch it, Bin it, Kill it posters Please wear a face covering posters Social distancing posters</p>		<p>Laminated A4 Catch It, Bin It, Kill It signs displayed on all bins.</p> <p>Face covering required laminated signs displayed on all entrances.</p> <p>Social distancing posters displayed in corridors, undercover walkway and free-standing signs in car park.</p>	
<p>20-second hand washing posters Good hand washing technique posters</p>		<p>Laminated A4 signs displayed by all sinks in both main building and changing village.</p>	
<p>Pitstone Pavilion / Parish Council QR posters</p>		<p>Laminated A4 signs displayed on main entrance, main corridor and community room/parish office for parish council or ad hoc events.</p>	
<p>Hirers QR posters</p>		<p>Regular hirers to display own QR posters at their entrance points for the duration of each event.</p>	
<p>One person at a time posters</p>		<p>Laminated A4 signs displayed on each toilet suite door, cleaning cupboard store etc</p>	

6 people maximum posters		Displayed on the door of each changing room	
No showers posters		Posters advising that showers remain closed and users should shower at home, displayed by each set of showers in changing rooms and officials rooms.	
Hand sanitizer posters		Laminated posters displayed by each hand sanitising station, and provided for the free standing sanitisers.	
Hand sanitizer stations		<p>Located:</p> <ul style="list-style-type: none"> • Inside both entrances of main corridor • Inside changing village corridor entrance • Inside ticket office • Inside the outside store • Inside container • Both sides of turnstile entrance • Inside serving hatch 	<p>Hirers should note that the format varies. Eg units in the main corridors are wall mounted. Unit in the ticket office, serving hatch and stores will be pump bottles.</p> <p>Free standing units provided for use either side of turnstile.</p>
Rapidly changing government guidelines		Hirers should note that the parish council will utilise temporary signage (eg laminated posters) wherever possible so that we can flexibly adapt to ever changing guidance at short notice when required.	
Cleaning		Hirers must leave the premises clean and tidy & fulfil their legal obligations in relation to coronavirus. The council is not currently able to offer cleaning services during hire periods, not to fully clean the premises between each user, it is therefore vital that clubs do	

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		thoroughly clean any areas they have accessed (including floors). Council reserves the right to refuse future bookings from any hirer who does not fully clean the premises prior to departure.	
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This Coronavirus risk assessment was adopted by the council on __12-11-20__ minute reference __229/20.8__

and will be reviewed again each time the relevant government guidelines are amended.

Signed _____ *R Saintey* _____
Chair of meeting

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