

PORTISHEAD TOWN COUNCIL – COVID-19 SECURE RISK ASSESSMENT

FACILITIES COVERED: Community Halls – Folk Hall (FH), Redcliffe Bay Hall (RBH), North Weston Hall (NWH)

HAZARD COVERED: Spread of Covid-19 (Coronavirus) by those using the Facilities.

POTENTIAL HARM TO: To individuals and groups hiring or visiting the Facilities for meetings, clubs and other activities.

ASSESSMENT PREPARED: 1 July 2020 **ASSESSMENT LAST UPDATED:** 1 July 2020

ASSESSMENT PERFORMED BY: Martin Salisbury

COVID-19 SECURE GUIDELINES:

Premises open to the public should be assessed as **Covid-19 Secure** in accordance with the following 5 key points:

- **Minimise contact with individuals who are unwell:** Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.

Clean your hands often: Sanitiser should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels in toilets and kitchens. Hot air hand dryers are not recommended as they distribute droplets.

- **Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. An NHS “Catch it, Bin it, Kill it” poster is available.

- **Regular cleaning of surfaces that are touched frequently:** including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces.

- **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and households. Bookings can be accepted for events where social distancing can be maintained, the number of people each person has contact with is reduced to a small group and/or contacts below 2m are minimised and transitory, but crowded events cannot yet be held.

Hall managers will need to engage with their hirers to ensure that the Covid-19 Secure requirements are understood.

COMMUNITY HALLS AND MEETING PEOPLE GUIDANCE:

The government announced on 23 June that Community Centres (and outdoor gyms and playgrounds) may reopen from 4 July, but strongly advised against indoor fitness and sport activity. This Covid-19 Secure risk assessment is based on further Covid-19 Guidance for the safe use of multi-purpose community facilities issued on 30 June and Meeting people from outside your household from 4 July issued on 23 June. These guidelines provide the following overarching principles (conditions) relevant to Community Centre use and users from 4 July:

- Nobody should attend premises if unwell or self-isolating due to symptoms in their households
- Certain groups at increased risk, including all people aged 70 or over are advised to stay home as much as possible and to minimise contact with others outside of their household.
- People should try to limit the number of people they see, especially over short periods of time
- Gatherings of more than 30 people remain banned (apart from some limited circumstances)
- Indoor social groups are restricted to 2 households provided social distancing is observed between different households/support bubbles
- Celebrations of any size (such as parties) should be avoided where it is difficult to maintain social distancing
- Clubs and groups of up to 30 people can meet in Covid-19 secure venues but social groupings in larger meetings should be limited to 2 households with limited social interaction between different social groups attending. Accordingly, users of community facilities should limit their social interaction to 2 households (including support bubbles) in any location.
- Indoor fitness, sporting, singing and dancing activity and live audience performances (drama, comedy, music) should not take place and noise should be kept to a minimum to enable normal conversation (without shouting).
- A record of visitors in the last 21 days should be kept assisting with Track and Trace requests.
- The maximum number of people that can be accommodated while facilitating social distancing should take account of floorspace and pinch points. A rule of thumb for 2 metre social distancing is one quarter of the capacity for fire safety purposes.

Managers of community facilities have discretion over when they consider it safe to open for any activity and may decide to remain closed if they are not able to safely follow the relevant guidance, to make the space Covid-19 secure. Where community facilities are also workplaces attention must also be given to the safety of staff and safe workplace guidelines.

RECOMMENDATIONS:

Although we consider the halls are Covid-19 Secure in accordance with the following Risk Assessment. Guidance applicable from 4 July still imposes significant restrictions on the use of community centres. Guidance to the over 70's, non-physical activity and singing use, restricted interaction between social groups and capacity restrictions mean that hall hire is likely to be significantly reduced and the confidence of people to attend gatherings and meetings may clearly take some time to recover. Accordingly, it is recommended:

- To phase and limit the re-opening of halls for public hire, in accordance with the above restrictions, following risk assessment and capacity limits:
 - a. Redcliffe Bay Hall from Monday 13th July
 - b. North Weston Hall from Monday 20th July
 - c. The Folk Hall Ground Floor only (Main Hall and Fedden Room) from Monday 20th July

This will allow the implementation, testing and review of the new Risk Assessment procedures and communication and updating of hire terms with users. This Risk Assessment document may be shared with users and the position to be reviewed considering any further guidance at the end of July.

- To continue to hold Town Council and Committee public meeting remotely until at least the end of July, at which time there will be a further review. This is consistent with current advice from NALC and SLCC that “*strongly advise local councils to continue to meet remotely, without the need for face to face contact*”, government rules still stating that people should work from home where possible and the current limited capacity of the Folk Hall to 25 people. Councils having the powers to hold public meetings remotely by video or telephone conferencing technology until May 2021.
- To hold face-to- face public meetings, may also limit accessibility as some people may not feel comfortable or able to attend physical meetings. Accordingly, to enable physical meetings to resume consideration will need to be given to the technology to hold hybrid meetings that also enable remote participation. The technical complexity and cost of a hybrid solution to be investigated by the end of July.

COVID-19 SECURE RISK ASSESSMENT: PTC HALLS

Risk/Hazard	Controls Required	Risk Mitigation Action Taken	Action by	Done ✓
<p>Cross contamination between office staff and other hall users. Ensuring safety of staff</p>	<p>Ensure separation of staff kitchen and toilet facilities and limit mixing of staff with hall users and visitors and biosecurity of areas used by staff.</p>	<p>Limit use of Folk Hall to ground floor only (Main Hall and Fedden room) to dedicate 1st floor toilets and kitchen to office staff and avoid people passing on narrow stairs and hallways. No entry sign to be placed on stairs.</p> <p>Closure of Folk Hall lift to public and visitors, consistent with above and avoid use of confined space (lift only suitable for one person at time, also being a limiting factor to higher floor access).</p>		
	<p>Ensure cleaners have appropriate protective equipment to protect them and hall users.</p>	<p>Cleaners provided with disposable plastic gloves and aprons and disposable cloths to be always used when cleaning and changed when moving between the Folk Hall open areas (Ground Floor) and office area (1st and 2nd floors).</p> <p>Disposable equipment to be double bagged and stored for 72 hours prior to disposal.</p>		
<p>Social Distancing of 2 metres not being observed by users</p>	<p>One-way system where possible to limit contact between those entering & leaving</p>	<p>Dedicate one door as Entrance and another as Exit from hall. Install Entrance, Exit and No Entry signage: FH Entrance at side door, Exit via Main Hall Doors. RBH Entrance at main door, Exit via Fire Escape NWH Entrance at main door, Exit via Fire Escape</p> <p>Use floor tape arrows to emphasize the one-way flow.</p>		

	Manage arrival & departure times	1-hour gap between hall/room bookings Groups to arrive & depart on time (booking conditions)		
	Social distancing signage	Covid-19 Secure signs at entry & door of each room used 2m floor sign at entry and entrance to each room used		
	Promote 2 metre distancing when queueing to enter building and using shared space – use of hazard tape	Floor tape at 2m intervals outside entrance (queueing) Floor tape at 2m intervals in corridors & shared space, (but not in hall rooms).		
	Reduced room capacities in accordance with 2 metre requirements	Display maximum capacity on door of each room used: Folk Hall Main Hall (105 m ²) = 25 People Folk Hall Fedden Room (17m ²) = 4 people Redcliffe Bay Hall (80 m ²) = 20 people North Weston Hall () = 20 people Amend booking conditions to these limits		
	Room set up & layout	To set up rooms for required number with chairs & tables set up with 2 metres between each. Seats/people should be side-by-side, rather than face-to-face with two empty seats (or similar gap) between each person.		
	Reduce movement around the building	No Entry signs on all rooms not open to the public. FH: No Entry Staff Only sign on metal gate at bottom of stairs whilst 1 st & 2 nd floors remain closed. FH: No Entry Staff Only sign on lift whilst 1 st & 2 nd floors remain closed.		
	Limit toilet occupancy	All toilets signed as one at a time (one user only) Tape/Bag off basins less than 2 metres apart		
Poor hand cleaning & sanitation	Hand sanitiser and signage at entry to hall	Automated hand sanitiser and signage at entrance		✓
	Hand washing facilities with soap & water	Anti-Bacterial Soap in all toilets		✓
	Disposable paper towels for hand drying	Paper towel dispensers in all toilets & stocked		
	Safe disposal of paper towels & tissues	Disposal bin with lid in each toilet		
	Hand Washing '20 second' advice	NHS hand washing notice by toilet basins NHS Catch It, Bin It, Kill It posters to be displayed in toilets		
	Hand sanitiser at Exit to hall	Manual hand sanitiser (bottle) to be available at Exit		

Airborne spreading of germs	Where possible ensure well ventilated space	Entrance and Exit doors to be open (weather permitting) Windows to be opened in all rooms used		
Spreading through handling of shared items/utensils	Avoid passing items between users	No card or board games to be used No cash payment to be taken by PTC staff		
	Avoid use of shared facilities and utensils	Kitchen facilities to be closed to hirers Users to bring own drinks and no food to be consumed Bottled water to be available to users		
Spread through touch points and cleaning hazards	Ensure initial deep cleaning of premises and Legionella checks before reopening	Initial Deep Clean undertaken prior to opening: <ul style="list-style-type: none"> • Legionella inspection and flushing of water system • Carpets in areas used cleaned (shampooed) • All surfaces, floors and touchpoints cleaned <p>This risk is considered low as most areas of the halls have not been used for over 12 weeks.</p>		
	Enhanced cleaning regime between users of items and furniture touched.	Cleaning between each use: <ol style="list-style-type: none"> a. All Touch Points in hall areas used: <ul style="list-style-type: none"> • Door handles, door plates, push bars & keypads • Switches & buttons • Tabletops • Swing bin lids b. Clean toilets using disinfectant spray, including all touch points (taps, flush handles etc) c. Spray disinfect all chairs (including arms) used, rotating use of cloth chairs for new ones (used cloth chairs being left for 24 hours between uses) 		

		<p>d. Mop hard floors with disinfectant</p> <p>e. Vacuum all carpeted areas in use (use of carpeted areas is minimised in Folk Hall by opening only the ground floor).</p>		
	Rigorous daily cleaning	<p>Cleaning at end of day in rooms used:</p> <ul style="list-style-type: none"> • Vacuum all carpets, mop all floors • Clean all touch points and toilets • Empty all rubbish bins 		
Inadequate record of users	Obtain and retain for 21 days details of all users and visitors to the building.	<p>Hirers are required to keep a list of names and contact details of all those attending and provide to PTC or Public Health Authority upon Request (condition of hire).</p> <p>A record of all other visitors, contractors and volunteers to the PTC Office or Hall to be kept by PTC.</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on the premises to contact the Public Health Authority to discuss the case, identify people who have been in contact with them.</p>		