

KPCC Oval Covid-19 Risk Assessment 2A

Company name: Kennington Park Community Centre

Assessment carried out by: Joan Twelves

Date review carried out: *April 2021*

Date of next review: *April 2022*

Revised July/September 2021

How was the risk assessment done? Joan Twelves followed the advice at www.hse.gov.uk/simple-health-safety/risk/ and <https://www.gov.uk/coronavirus>

To identify the hazards and risks, she looked at the guidance on Government and HSE's web pages.

Joan Twelves assessed the building for risks, recorded any further actions required and reported findings to the Board of Trustees by completing this form and submitting it to the Board.

This risk assessment will be reviewed whenever there are any significant changes such as new work equipment, work activities or workers. If none, an annual risk assessment will be undertaken on or as close as possible to the one-year anniversary of the previous risk assessment having been completed.

This risk assessment to be read in conjunction with KPCC Oval Risk Assessment 2.

(NFA = No further action)

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
1. Getting or spreading Covid-19	Everyone	<p>All hirers to be asked to comply with the Centre's Additional Health and Safety Requirements as part of Conditions of Hire.</p> <p>Bookings only to be accepted in line with Government's guidelines and the policy of the Board of Trustees at any time.</p> <p>All hirers to provide a risk assessment in advance (see Appendix).</p> <p>KPCC to carry out its own risk assessment in advance of any booking</p>	Contact Public Health Lambeth if in doubt of how to interpret the Guidelines or need additional advice	KPCC	
2. Getting or spreading coronavirus by not washing hands or not washing them adequately	Everyone	<p>Water, soap and drying facilities provided in toilets and kitchen. Outside sink.</p> <p>Signs on how to wash hands properly</p> <p>Hand sanitiser stations provided</p> <p>Require all hirers and users to comply with hand washing requirements as part of Conditions of Hire.</p>	Check and maintain supplies	KPCC	

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3. Getting or spreading coronavirus in common use high traffic areas such as, corridors, toilet facilities, entry/exit points	Everyone	<p>Identify, monitor and supervise:</p> <ul style="list-style-type: none"> • areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways • areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, • areas and surfaces that are often touched but hard to clean • the number of people in rooms so that social distancing rules can be met – capacity of Main Hall reduced to 20 maximum • the flow of people moving around the building to allow social distancing • leave doors open to reduce the amount of contact with doors and improve ventilation • signs to remind people to wash and sanitise hands and not touch faces • cleaning regimes to make sure high traffic communal areas are kept clean <p>Close off small meeting room One-way systems in and out of gates and around building One person only in toilets Require all hirers and users to comply with social distancing, queue management, capacity and space usage requirements as part of Conditions of Hire</p>	Signage re ventilation in Main Hall and Community Room – keep fire exit doors open – and then remember to close when leaving	KPCC	

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4. Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Everyone	<p>Identify, monitor and supervise:</p> <ul style="list-style-type: none"> • surfaces that are frequently touched by many people (eg. door handles, shared equipment, etc) • where you can reduce the contact of people with surfaces, eg by leaving open doors • what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used. <p>Specify frequency and level of cleaning</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Empty bins more often</p> <p>Require all hirers to clean after use and before departure, including wiping down all chairs and tables used</p> <p>Put in place arrangements for a deep clean if someone reports a positive Covid-19 test</p> <p>Ozone generators in place</p>	<p>Cleaning rota to be coordinated with bookings</p> <p>Additional cleaner to be employed between hirers where appropriate</p> <p>Hirers to be responsible for wiping surfaces, chairs, tables, before and after use</p>		

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5. Contracting or spreading the virus by not social distancing		<p>Provide appropriate signage</p> <p>Encourage hirers and users to exercise and monitor social distancing at all times</p> <p>Limit capacity in Main Hall and Community Room. Do not hire out small meeting room.</p> <p>Only permit one group to use the Centre at a time</p> <p>Encourage all staff, contractors and users to wear face coverings at all times in the Centre, unless covered by a 'reasonable excuse'</p>	-		
6. Community transmission of virus	Everyone	<p>All hirers must pre-register attendees and either provide KPCC with a list of all those who attended (including a contact phone number) within 24 hours (in advance if possible), or confirm in writing that the hirer has kept a record.</p> <p>NHS Track & Trace QR codes to be prominently displayed</p> <p>Bookings to only be accepted from groups or individuals who meet the conditions of the government guidance at any one time and whose attendees are not from the most vulnerable.</p>	<p>Data to be stored in a cloud vault and deleted after 21 days of end of hiring period in compliance with GDPR</p> <p>Ensure latest version</p>	<p>KPCC</p> <p>KPCC</p>	

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7. Poor ventilation leading to risks of coronavirus spreading		Leave windows and doors open when occupied, including exit doors in Main Hall and Community Room	Signage re ventilation in Main Hall and Community Room – keep fire exit doors open – and then remember to close when leaving	KPCC	
8. Symptoms of Covid-19		<p>If anyone becomes unwell with a new cough or high temp, they will be asked to leave building, to get a test and follow social isolation guidelines. If advised that they or a member of the public has tested positive for Covid-19 and was recently on our premises KPCC will contact Public Health Lambeth to discuss the case and identify people who have been in contact.</p> <p>In the event of a venue alert to follow the NHS Test and Trace guidelines</p> <p>Where appropriate, deep clean the centre</p>			

KPCC Oval Covid-19 Risk Assessment: Appendix - User Groups

The following will apply to all hirers

1	# a risk assessment must be carried out and submitted to KPCC Oval prior to any booking being confirmed. KPCC will also carry out its own risk assessment of the booking before confirmation.	<p>The risk assessment prepared by the hirer should include:</p> <ul style="list-style-type: none"> • who may be harmed when using the Community Centre for the specified activity and how • the specific measures the hirer will implement, without exception, to control the risks • action required by all guests of the hirer and enforcement action to be taken by the hirer to ensure guests comply and control the risks • identity of the named responsible person who will ensure all identified action is taken • timeline for implementation of the action to control the identified risks <p>KPCC will compare the hirer's RA with its own. If KPCC requires the hirer to make any variations this will be for discussion and negotiation. KPCC's decision will be final. This requirement does not apply to one-off social events but otherwise will only be waived at KPCC's discretion.</p>
2	# only one group will be permitted to use the Centre at a time. The interval between different groups will be sufficient to enable cleaning.	
3	# only the Main Hall and Community Room may be used. Groups are restricted to the room(s) they have booked to prevent cross-infection. No more than one person shall enter the kitchen or toilets at a time.	
4	# the capacity of the Main Hall is restricted to a maximum of 40, 15 if any exercise is carried out. The capacity of the Community Room is restricted to a maximum of 10 people. A further 20 people may be accommodated separately in the outside courtyard.	
5	# all hirers must leave the venue (including toilets and kitchen) clean and tidy. Hirers will be responsible for wiping surfaces, chairs, tables, equipment, etc, before and after use.	
6	# all hirers should pre-register attendees and provide KPCC Oval with the contact details, or confirmation in writing that the Hirer has them, of all those attending within 24 hours, and preferably in advance. All shared data will be GDPR compliant and deleted after 21 days of the hiring period. All visitors will be strongly encouraged to use the official T&T NHS QR code.	
7	# all activities must comply with government guidelines as set out here	
8	# all hirers are strongly encouraged to take precautionary measures against the spread of Covid-19, including handwashing, use of sanitiser, use of face covering, and keeping social distancing. Windows and doors (including external exit doors) to be kept open to aid ventilation.	
9	# all hirers must confirm in writing agreement to and compliance with KPCC Oval's revised Conditions of Hire.	
10	# Bookings for parties or social events will only be accepted for Saturday afternoons for a maximum of 6 hours and must finish by 8pm.	