



South Brent Old School Community Centre

COVID-19 Re-opening Plan

- 1. COVID-19 Re-opening Risk Assessment (Pages 1-6)**
- 2. COVID- 19 Special Conditions of Hire during COVID-19 (Pages 7-9)**
- 3. COVID-19 SECURE Poster (Page 10)**
- 4. COVID-19 Capacity & Floor Plan (Pages11-12)**
- 5. COVID-19 Room Cleaning Record (Page 13)**
- 6. COVID-19 Treatment Plan (Pages 14-15)**
- 7. COVID-19 Early Outbreak Management (Pages 16-17)**

1. COVID-19 Re-opening Risk assessment

Company name: South Brent Old School Community Centre Assessment carried out by: GDR

Date of next review 21/01/2021

Date assessment was carried out: 21/07/2020

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
Main entrance push pads, COVID-19 Contamination	All users could contract COVID-19	Instruction to keep door held back, as 'Cont. Open', when weather permits	Reinforce instructions with clearly displayed signage.	Whoever opens centre	ASAP	DRM 7/9/20
Entering the centre, COVID-19 Contamination	All Users could contract COVID-19	Signage	Install wall mounted hand sanitiser dispenser in a location where it can be used when entering the centre and toilet block. Display laminated COVID-19 secure certificate, with 'when cleaned' information to be completed by caretaker. Display 'Catch it, Bin it, Kill it' poster in each room/space Display one-way and Exit signs in corridor and Servery.	Trustees/Manager	Before re-opening	DRM 7/9/20

Shower, COVID-19 Contamination	All users could contract COVID-19	Closed	Keep shower closed until further notice with appropriate signage. Before opening flush hot water for 5 minutes.	Caretaker	Before re-opening of the Gym	DRM 7/9/20
Toilets, COVID-19 Contamination	All users could contract COVID-19	Only disabled toilet in use	Re-open 2 toilets with daily deep clean. Flush hot water for 5 minutes. Ensure adequate supply of soap and paper towels Display COVID-19 Hand Washing Poster.	Caretaker	Before re-opening	DRM 7/9/20
Office, COVID-19 Contamination	All users could contract COVID-19	N/A	Signage for 'Designated COVID-19 isolation space'. Provide COVID-19 First Aid Kit. 2 Plastic wipeable chairs.	Trustees/Manager	Before re-opening	DRM 7/9/20
Corridor, COVID-19 Contamination	All users could contract COVID-19	One-way system in operation with 2m distance markers	Retain one-way system and 2m distance markers with barrier separation for P.O. queue and exit via Plymouth Road door. Users unable to manage steps, to be guided out through main entrance. This will eliminate face-to-face contact. Install wall mounted hand sanitiser dispenser near/in Plymouth Road porch. Fit hook to outside door to enable this to be held open.	Trustees/Manager	Before re-opening	DRM 7/9/20

Gym, COVID-19 Contamination	Gym users could contract COVID-19	Closed	Tenant responsible for own risk assessment.	Tenant	Before re- opening of Gym	TBC
SB & D Caring Office, COVID-19 Contamination	SB & D Caring staff and users could contract COVID-19	Closed	Tenant responsible for own risk assessment.	Tenant	Before re- opening of office	TBC
Post Office counter, COVID-19 Contamination	P.O. users and postmaster could contract COVID-19	2m distance markers for the queue. Plastic screen for Postmaster's safety. Signage in place to encourage use of face coverings by customers. Cleaning of all potential contact points and toilet area after each post office opening period (3 times a week)	None.	Postmaster/ Caretaker/ Manager/Trustees/ Customers	Ongoing	DRM 7/9/20
Beacon Reading Room, COVID-19 Contamination	All users could contract COVID-19	Closed	Install Wall mounted hand sanitiser dispenser. Provide antibacterial wipes, disposable gloves and swing bin with disposable bin liner. Instruct users to	Trustees/Manager/ Users	Before re- opening of LIBRARY and ongoing	TBC

			clean contact points (i.e. handles, light switches etc.), tables and contact areas of chairs before use. Provide record sheet for users to record their cleaning of the room.			
Hall, COVID-19 Contamination	All users could contract COVID-19	Closed	Install Wall mounted hand sanitiser dispenser. Provide antibacterial wipes, disposable gloves and swing bin with disposable bin liner. Instruct users to clean contact points, (i.e. handles, light switches etc.), tables and contact areas of chairs before use. Provide record sheet for users to record their cleaning of the room.	Trustees/Manager/ Users	Before re- opening and ongoing	DRM 7/9/20
Aune Room, COVID-19 Contamination	All Users could contract COVID-19	Closed	Install Wall mounted hand sanitiser dispenser. Provide antibacterial wipes, disposable gloves and swing bin with disposable bin liner. Instruct users to clean contact points, (i.e. handles, light switches etc.), tables and contact areas of chairs before use. Provide record sheet for users to record their cleaning of the room.	Trustees/Manager/ Users	Before re- opening and ongoing	DRM 7/9/20

Cook House, COVID-19 Contamination	All users could contract COVID-19	Closed	Install Wall mounted hand sanitiser dispenser. Provide antibacterial wipes, disposable gloves and swing bin with disposable bin liner. Instruct users to clean contact points, (i.e. handles, light switches etc.), tables and contact areas of chairs before use. Provide record sheet for users to record their cleaning of the room.	Trustees/Manager/ Users/Tenant	Before re-opening and ongoing CURRENTLY CLOSED	TBC
Art House, COVID-19 Contamination	All Users could contract COVID-19	Closed	Tenant Responsible.	Tenant	Before re-opening by ART HOUSE	TBC
South Wing Toilets, Kitchen & Foyer. COVID-19 Contamination	All users could contract COVID-19	Hand sanitiser provided	Install wall mounted hand sanitiser dispenser in a location where it can be used when entering the area and toilet block and kitchen. Display laminated COVID-19 secure certificate, with 'when cleaned' information to be completed by caretaker. Display 'Catch it, Bin it, Kill it' poster in each room/space Flush hot water for 5 minutes. Ensure adequate supply of soap and paper towels. Display COVID-19 Hand Washing Poster.	Trustees/Manager/ Caretaker	Before re-opening BY ART HOUSE	TBC

Servery, COVID-19 Contamination	All users could contract COVID-19	Hand sanitiser provided	Signage indicating Plymouth Road door as exit. Flush hot water for 5 minutes. Limit space to 4 people, others can use Aune Room if available. Provide antibacterial wipes, disposable gloves and swing bin with disposable bin liner along with signage to clean after use. Provide record sheet for users. Display COVID-19 Hand Washing Poster	Trustees/Manager/ Caretaker/Users	Before re-opening	DRM 7/9/20
Copier/Computers, COVID-19 Contamination	All users could contract COVID-19	Access to equipment not permitted	Provide antibacterial wipes, disposable gloves and swing bin with disposable bin liner along with signage to clean after use Provide record sheet for users to record their cleaning of the equipment.			DRM 7/9/20
A user has displayed symptoms or a confirmed case of COVID-19	All users could contract COVID-19		Provide PPE for the Caretaker.	Trustees/Manager/ Caretaker	Before re-opening	DRM 7/9/20

Notes

- 1) TBC – Date To be Confirmed
- 2) DRM – David MacDiarmid, Trustee

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19

2. Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the centre's ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the centre, (as shown on the attached poster appendix which is also displayed at the centre entrance), and in particular using the hand sanitiser supplied when entering the centre and after using tissues.

SC2:

You undertake to comply with the actions identified in the centre's risk assessment, as they apply to your hiring of the room and your activity therein and also to your use of the general areas (toilets, corridor and servery areas). You have been provided with a copy of the Centre's risk assessment.

SC3:

The centre will be cleaned daily and you will be responsible for cleaning all regularly used surfaces before your period of hire (including but not limited to tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products and record this on the record sheet in the room you are using.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more people attend your activity/event than is listed on the attached **Capacity Plan**, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than three people use the toilets at one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, servery or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bin provided before you leave the centre.

SC11:

You will be responsible, if drinks or food are consumed, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.]

SC12:

We will have the right to close the centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the centre develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the centre you should remove them to the **designated safe area** which is office adjacent to the toilet block. We will provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Chairman Ross Kennerley on 07741 234349 or Manager Glyn Richards on 07742 005484.

SC14: For events with more than 30 people, where capacity allows, you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16:

Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the centre's cupboards. You will be responsible for ensuring that any equipment you hire from the Centre for use during your activity is cleaned before use by your group

The centre is equipped with passive infra-red detectors which means that lights come on automatically in the following areas: Toilets, Shower. Please remind people not to touch these switches.

3. COVID-19 Secure Poster

HELP KEEP THE CENTRE COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the centre cleaner Paul Timmins on 07875 421426 and alert the organiser of the activity you attended.
3. **Face Coverings must be worn in all public areas** such as entrance area, toilets, corridor and kitchen/servery area
4. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance corridor to your activity and observe the one-way system marked.
5. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
6. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
7. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bins provided. Then wash your hands.
8. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot guarantee to clean all surfaces at the centre between each hire.
9. **Take turns to use confined spaces such as corridors, Servery and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. **Keep all rooms well ventilated. Close doors and windows on leaving.**
11. **Wash your clothes when you get home** to reduce risk of transmission.

This centre was last cleaned at.....

am/pm/eve on.....

4. Capacity Plan

South Brent Old School Community Centre COVID-19 Re-opening Plan

To all users, tutors and organisers,

The Community Centre plans to re-open on Monday 7th September 2020. Due to 'Social Distancing' the capacity of the centre will be restricted.

Social Distancing will be 2m or 1m+ mitigation. This mitigation will require face coverings and no face-to-face activities.

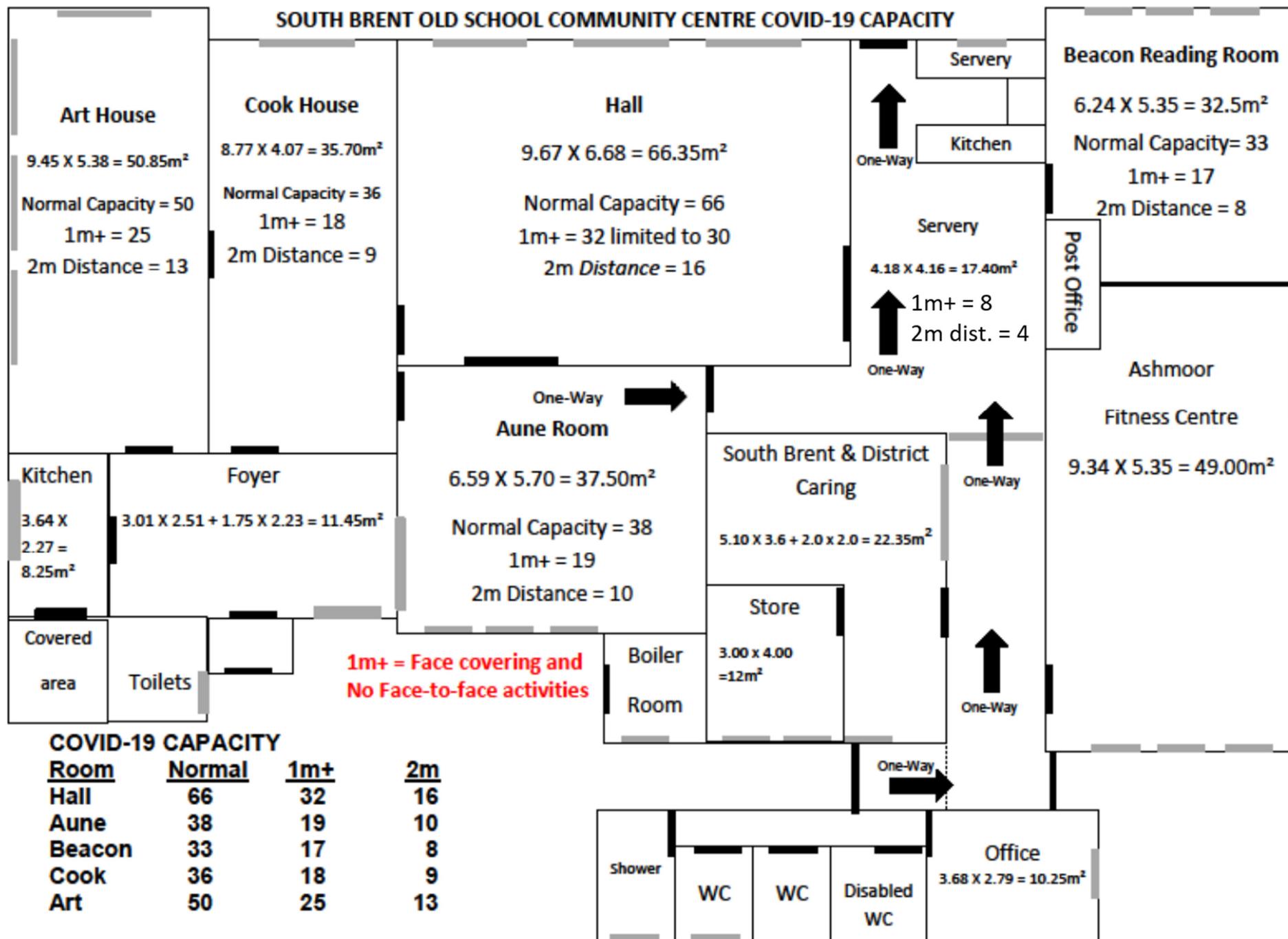
Face coverings are required in all public areas in the centre (entrance area, toilets, corridor and kitchen/servery area) and your own COVID-19 risk assessment will determine the requirement to wear face covering during your own activity.

Room capacities are as follows:

COVID-19 CAPACITY		
<u>Room</u>	<u>1m+</u>	<u>2m</u>
Hall	32	16
Aune Room	19	10
Beacon Room	17	8
Servery	8	4
Cook House	18	9
Art House	25	13

You will need to take these restrictions on the number of people permitted to use a room into consideration when planning your return to the centre.

SOUTH BRENT OLD SCHOOL COMMUNITY CENTRE COVID-19 CAPACITY



6.

COVID-19 Treatment Plan

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the community centre you should:-

- a) Send them home immediately
- b) Ask other members of your group to provide their contact details if you do not have them
- c) Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions
- d) Advise them to launder their clothes when they arrive home
- e) Inform the Chairman Ross Kennerley on 07741 234349 or Manager Glyn Richards on 07742 005484
- f) If the unwell person needs to wait for a lift:-
 - (1) Remove them to the safe waiting area, which is the office adjacent to the toilet block – a chair and washing bowl should already be there
 - (2) Put on a mask, face shield, gloves & apron to protect yourself
 - (3) Provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels
 - (4) Once they have been collected:-

1. Remove gloves, apron and face mask to the rubbish bag*
2. Leave face shield on top for disinfection
3. Wash your hands for at least 20 seconds with warm soapy water
4. Wait for either the Chairman or Manager to arrive.
5. Once home - launder all your clothes and wipe down disinfect your car

*Note that the waste should be double bagged and kept for 72 hours before being collected.



Early outbreak management

Cinemas, theatres, comedy venues and music venues

Who should use this information?

Owners, managers and operators of cinemas, theatres, comedy venues and music venues. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

What you should do to manage a possible outbreak

Step 1

Identify

You may be informed of a confirmed case of COVID-19 by NHS Test & Trace, an employee, visitor or your local Public Health England Health Protection Team (PHE HPT).

When you are informed of more than one confirmed case, go to **step 2**.

Refer to [NHS Test and Trace: workplace guidance](#) or search the title on GOV.UK for further advice.

Step 2

Report

Contact your local PHE HPT for help and advice. Refer to www.gov.uk/health-protection-team for contact details.

Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.

Step 3

Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.

See **page 2** for types of action that could be put in place.



Check now and write the number of your local PHE HPT here:

General guidelines to prevent the spread of COVID-19:

There are important actions that everyone should take at all times to help prevent the spread of COVID-19. Refer to [Working safely during coronavirus](#) guidance or search the title on GOV.UK. This has practical steps to take and explains how you must carry out a COVID-19 risk assessment for your organisation.

The information contained on this card is specifically in relation to an outbreak, and should not replace health and safety and infection steps you already take, or have implemented as a result of consulting the 'Working safely during coronavirus' guidance.

Information your local PHE HPT may request from you:

Details of your organisation

- name of company/venue
- location (including postcode and Local Authority)
- key contact details: name, phone number, email
- number of staff

Details of the cases

- contact details of the people affected
- when the individual(s) became unwell
- when they were last present on the premises
- nature of the roles/job undertaken by any staff affected
- known links between the individual(s) with COVID-19 (in or out of the premises)
- number of people with which the individual(s) had close contact
- nature of the environment (for example layout and nature of the building)
- details of control measures
- has there been any contact with other agencies? for example Local Authority, Food Standards Agency (FSA), Health and Safety Executive (HSE)

Types of actions you may need to put in place include:



Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE)



Increased staff awareness of and adherence to preventative measures



Additional measures to limit access to the premises and split staff into teams or shift groups (where possible)



Temporary closure of the premises

To access more information refer to the guidance below or search the titles on GOV.UK:

- [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [government's safer travel guidance for passengers](#)
- [guidance for DCMS sectors in relation to coronavirus \(COVID-19\)](#)

Last updated: 24/07/2020