

COVID-19 Risk Assessment for The Ark

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new Government advice.
2. This document should be read in conjunction with relevant legislation and guidance issued by Government and Local Authorities. ([Link to key guidance](#)).
3. Regarding staff matters, this Risk Assessment should be read in conjunction with the Covid-19 Risk Assessment for Turners Hill Parish Council.
4. Users must collect sufficient data on each attendee (name, home phone number, mobile number, date and times of entry and exit) so that each person could be contacted if there is a case of COVID-19 connected to The Ark. This must be kept for 21 days and passed to Turners Hill Parish Council on request.
5. All bookings will be checked to ensure they are compliant with current legislation and guidance. The Clerk will make the final decision on whether or not a booking can take place.

No.	Area/People at Risk	Risk	Possible Mitigations	Agreed Mitigations/Actions
1	Staff, contractors, volunteers, councillors, members of the public and hirers (including clinicians)	<p>Risk of transmission of virus through:</p> <ul style="list-style-type: none"> • Cleaning surfaces infected by people carrying the virus. • Disposing of rubbish containing tissues, cleaning cloths and face masks. • Deep cleaning premises if someone falls ill with CV-19 on the premises. • Contact with an infected person. <p>Staff/volunteers who are either extremely vulnerable or over 70.</p>	<p>Staff provided with disposable gloves, hand sanitiser and face masks (stewards) and instructions on how they should be used.</p> <p>People to stay at home in line with Government guidance on self-isolation.</p> <p>Stewards advised to wash clothes after cleaning activities.</p> <p>From 8th August 2020, users of community facilities are required to wear face coverings unless covered under a 'reasonable excuse'. These may be removed to consume food or to take</p>	<p>Clerk and RFO already aware, Stewards to be sent guidance.</p> <p>All staff and hirers to be made aware, and posters to be put up at entrances.</p> <p>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.</p> <p>Procedure and deep clean protocol to be shared with all staff and hirers.</p>

		<p>Mental stress from handling the new situation.</p>	<p>part in physical activity.</p> <p>Staff or councillors who are vulnerable/have vulnerable family members are encouraged to follow Government guidance.</p> <p>Stewards to follow agreed deep clean protocol in the event of someone becoming ill with Covid-19 symptoms while in The Ark.</p> <p>Anyone who develops Covid-19 symptoms while at The Ark will be instructed to leave immediately.</p>	<p>Staff will be advised to wear face coverings when moving around the building or coming into contact with other people (including users, other staff, contractors, etc). Clinicians should ensure their clients wear masks in the common areas of The Ark. All users will be required to wear face coverings.</p> <p>Staff have been made aware that they can raise concerns. Clerk does wellbeing checks on all staff regularly.</p> <p>Actions to be reviewed regularly with staff to see if arrangements are working.</p>
2	Car Park/paths/patio/exterior areas	<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>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Stewards asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</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>Hirers to be made aware of their responsibility to organise entrance to the building in a safe manner. Markers will not be added, but this will be reviewed if hirers cannot easily manage their own queues.</p> <p>Stewards will be asked and will wear gloves while carrying out this task.</p>
3	Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area.</p> <p>Door handles, light switches and other touch points in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.</p> <p>Door handles and light switches to be cleaned</p>	<p>Key holders to let themselves into The Ark, and let their users in/out via the most direct entry to the room they have hired. Only key holders to use the main entrance.</p> <p>Entrance hall not to be used as a waiting area. Chairs have been removed to discourage this.</p>

			<p>regularly.</p> <p>Hands to be washed on entry to building, or personal hand sanitiser used. Users of The Ark are required to provide their own hand sanitiser.</p> <p>Leaflets and any other loose leaf papers to be removed. Only advertising posters to be allowed.</p>	<p>Clinics may not have their clients in the waiting area, they will be asked to remain in their cars until they are invited in.</p> <p>Stewards to clean touch points between each use.</p> <p>Hand soap availability to be checked daily.</p> <p>While the entrance is kept locked, there is no need to remove leaflets. This can be reviewed.</p>
4	Dove Suite, Dunlop Hall, Deck Room and Clinics	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings and blinds which cannot be readily cleaned between use.</p> <p>Commemorative photos, displays.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by Stewards after use.</p> <p>Disinfectant and cleaning cloth to be left in each room.</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>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Good ventilation to minimise risk of transmission of virus.</p>	<p>Stewards to be informed of their new responsibility.</p> <p>Not possible to leave disinfectant in rooms that are accessible to the public for health and safety reasons.</p> <p>Hirers to provide their own hand sanitiser for their users, which must be applied on entering the building. OR All users to be instructed to wash hands on entry to the building at the closest possible sink.</p> <p>Not possible to remove blinds, but hirers will be asked not to use these. If they must be adjusted, hands must be cleaned before and after.</p> <p>External doors to remain open whenever possible while room is in use.</p> <p>Clinicians to undertake their own thorough cleaning.</p> <p>No fitness classes to be held in the Dove Suite.</p>

5	Kitchens	<p>Social distancing more difficult</p> <p>More touch points including door and window handles, light switches, work surfaces, sinks, cupboard/drawer handles, fridge/freezer, crockery/cutlery, kettle/hot water boiler.</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Stewards to clean all areas likely to be used after use, wash, dry and stow crockery and cutlery after use.</p>	<p>Kitchens to be closed (although they will remain unlocked in case of an emergency) to hirers, although they may access them if first aid/emergency equipment is required (such as water from the tap). In this instance, the Clerk must be made aware. Stewards will be instructed to thoroughly clean any kitchen that has been used.</p> <p>Dunlop Hall kitchen not to be used for hand washing – only toilets. Dove Suite kitchen has a dedicated hand washing sink that may be used for hand washing.</p> <p>No food to be prepared unless prior agreement with the Clerk.</p>
6	Changing Rooms	<p>Social distancing more difficult</p> <p>Touch points including door and window handles, light switches, surfaces and showers.</p>	<p>All venues should encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower. Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs.</p>	<p>Changing rooms and showers will remain closed unless there is an exceptional reason (e.g. for users with disabilities) and this has been pre-agreed with the Clerk.</p> <p>Users will need to travel to The Ark wearing exercise clothes and travel home to change/shower.</p>
7	Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Stewards to clean all surfaces etc before public arrive.</p> <p>Consider engaged/vacant signage and posters to encourage 20</p>	<p>One user per toilet cubicle at a time only (except for people that need additional support, e.g. children), nobody to queue in the hallway or toilet lobby. Hirers to inform users, manage access to the toilets and ensure this is adhered to.</p> <p>Touch points to be cleaned after each hire session has ended.</p>

			second hand washing.	<p>Ensure soap, paper towels, and toilet paper are regularly replenished. Stewards to check stocks frequently.</p> <p>Access to outside toilets will be permitted if the outdoor facilities are hired. Access to toilets to be agreed with the Clerk in advance of each hire.</p>
8	Museum and Book Swap	<p>Items cannot be cleaned regularly and safely.</p> <p>More 'ad-hoc' visitors would be encouraged to visit The Ark, increasing risk of transmission.</p>	<p>Books to be stored for 72 hours before being handled by anyone else.</p> <p>Museum cabinet to be cleaned regularly.</p> <p>Books to be removed and stored if worth keeping in locked shower area.</p>	<p>These will remain closed as The Ark will not be open to casual visitors without bookings.</p> <p>There is nowhere to store books for 72 hours and this would not be possible to manage. It is not necessary to remove books while the front door remains locked, but this can be reviewed as the situation changes.</p>
9	Council office	<p>Social distancing more difficult in smaller areas.</p> <p>Touch points such as door and window handles, light switches, tables, chair backs and arms, copier, laminator, shredder.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Surfaces and equipment to be cleaned by Staff before use or by Steward.</p> <p>Wipe shared equipment such as copier, hole punch, files etc.</p>	<p>Door to Council office to be kept closed at all times. Access to members of the public and Councillors will not be allowed.</p> <p>Office will only be used by one person at a time, who will clean all touch points and their individual stations after each use.</p> <p>Telephones and computer equipment will not be shared.</p> <p>All touch points and surfaces to be disinfected by Clerk/RFO at the end of their shift.</p>
10	Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use.</p> <p>Frequent cleaning would damage</p>	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who</p>	<p>Fabric to be deep cleaned once before use, and then only used on rotation as per mitigation guidance. Stewards to manage rotation of chairs</p>

		fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.	and will be made aware if they have been used.
11a	Occupancy levels - SPORTS	Users unable to adhere to social distancing due to high occupancy levels.	The maximum occupancy of each indoor facility should be limited by providing a minimum of 100sqft per person.	Dunlop Hall: 15 Dove Suite: 10 Deck Room: 3 Hirers to be made aware of this new limit. This must be strictly adhered to. Users from different households must not meet or socialise in more than groups of 6.
11b	Occupancy levels - OTHER	Users unable to adhere to social distancing due to high occupancy levels.	The maximum occupancy of each indoor facility should be limited in line with Government guidance. For indoor events this is currently set at 50% of usual capacity. Mitigations to be agreed with Clerk in advance of event taking place, but could include, for example, face coverings being worn.	Occupancy Dunlop Hall: 115 for concert/conference and 70 for a banquet Dove Suite: 65 Deck Room: 11 for conference and 6 for a banquet Hirers to be made aware of this new limit. This must be strictly adhered to.
12	Contact while using facilities	Transmission from lack of social distancing	Social distancing guidelines issued by Government must be observed.	Hirers will be expected to produce their own risk assessment in line with Government guidance and their activity's governing body. Hirers should consider suspending or modifying activities that cannot be undertaken

				<p>without contravening social distancing guidelines.</p> <p>Hirers will be responsible for making temporary floor markings defining required spacing per individual where necessary.</p> <p>Current social distancing rules to be adhered to. These are dependent on the tier of both the venue and the tier of the user's residence. For example, if The Ark is in Tier 1, but a user lives in a Tier 3 area then the Tier 3 rules will apply to that user. Activity organisers therefore need to be aware of their attendees and ensure that the relevant rules are applied.</p>
13	Store Cupboards	<p>Social distancing not possible. Touch points: door handles, light switch, equipment. Risk on shift change and access for Clerk and RFO.</p>	<p>Public access unlikely to be required. Stewards to clean touch points daily</p>	<p>Stewards to be made aware of new cleaning requirement, and to be made aware of the risk when switching shifts.</p>
14	Boiler/Meter Rooms	<p>Door handle, light switch Social distancing not possible</p>	<p>Public access unlikely. Cleaner to decide frequency of cleaning.</p>	<p>Stewards to clean all touch points daily. Contractors to be made aware of procedures.</p>