

COVID-19 Risk Assessment
Braintree and Bocking Community Association
for Braintree Community Centre

Who is at risk?

Staff	3
Volunteers (Committee members)	5
Visitors	not quantified

What Risk?

Transmitting corona virus
Catching corona virus
Asymptomatic carriers

Where are the Risks?

Shared areas
Rooms
Toilets
Kitchens
Exterior

Mitigations

Vigilant cleaning, good ventilation, regular hand washing, minimising shouted/raised voices and social distancing are all good mitigation measures as described by PHE etc. supported by PPE and other behavioural procedures (such as one-way systems).

We need to minimise contact between people

1. Sneeze barrier at office half door
2. No waiting in the hallways - all attendees of an activity to proceed direct to their room. If room not yet available, then all wait outside building entrance.
3. One-way system of entry and exit
4. Staggered start/finish times
5. Payments collected within each group bubble (i.e. not at office)

For Staff

Provision of appropriate PPE. Face masks, face visors, gloves.

To be worn at all appropriate times.

Back office to be opened so that two staff/volunteers can use the office space at the same time.

For all persons, we need to minimise potential for virus to be left on surfaces

Specifically, we will

1. Raise the regularity of cleaning all areas and raise the degree of antibacterial activity as well.

This will minimise the potential for virus droplets to be left on all surfaces.

A more detailed cleaning schedule will be established.

2. Provide hand sanitiser at the main entrance
3. Remind people verbally and by signage to wash their hands on arriving at the centre and before leaving the Centre.
4. Provide hand sanitiser and anti bac in every room that is hired, as well as in the office (for staff and volunteers), toilets and kitchens.
5. Clean tables and chairs between user groups.
6. Make the downstairs kitchen unavailable for all users/visitors until further notice.

Also:

If anybody is addressing a number of people and social distancing makes it necessary for them to raise their voice, then suggest they use a portable microphone system.

Encourage people to open windows to improve ventilation. Internal air circulation not to be used.

Room 7 should be locked out of use for hiring as it is deemed too small to use. Preferably, we do not want to return the room be used as a store as we want to preserve its use as lettable in the longer term.

Annexe on ground floor – note that it is small and unsuitable for all but meetings with three or less people. Only book if a ground floor space is specifically required. Excess tables and chairs must be stacked out of use in the short term. The space must be accessed by users through the rear red postern gate.

Space guidelines

However, premises or locations which are COVID-19 secure will be able to hold more than 30 people, subject to their own capacity limits, although any individual groups should not interact with anyone outside of the group they are attending the venue with

All of the up stairs rooms are suitable for an absolute maximum of six people each where they are all from different households.

Annexe – suitable for three or less

Room 7 – only suitable for one person so not to be hired normally.

Front office and Back office – for two people at 2m distance. 3 people with the use of face masks/visors.

Room 1 – with no extra tables and chairs, up to six from different households

Main Hall – up to 16, at full 2m spacing, most facing in one direction for preference

Up to 30 people where the individual bubbles of people (i.e. one or two household groups of more than one person each) are not directly all interacting with one another, and where they are wearing face masks or visors.

We will need to individually negotiate the number requirement for each group.