

Petersfield Community Centre - Covid-19 Risk Assessment

*The health and well-being of anyone who may be present in the building, is our priority. The Trustees have undertaken a risk assessment and agreed to take the steps below with the aim of trying to ensure everyone remains as safe as possible during the current pandemic. Because we are not necessarily present before, during or after your booking we need **you** to play your part in reducing the risk of Covid-19 infection being spread in our community and potentially wider.*

Petersfield Community Centre (what we will do)
1. Provide alcohol-based hand gel sanitiser and bins in foyer and all rooms at entry points whenever possible,
2. Provide soap in all toilets and kitchens, display signs reminding people to wash and dry hands, and ensure hand driers are working properly each day.
3. Provide paper towels in each kitchen area for customer use
4. Waive booking fees for bookings that have been cancelled due to Covid ill health or self-isolation when received up to and including the day of the booking.
5. Keep building well-cleaned
6. Notify hirers immediately if their booking must be cancelled at short notice due to known outbreak of Covid 19 in local area
7. Review these arrangements as and when government guidelines or the local situation change. We will notify hirers of any major changes made and a copy of an updated version of this document will be available to download from our website
Hirers (what you must do)
<i>These requirements form part of our amended Terms and Conditions of Hire</i>
1. Think about your own needs – each group may have slightly different needs
2. Provide your own antiseptic wipes if you wish to use them NB: It may also be prudent for groups to also have hand sanitiser in case of shortages at the centre
3. Keep rooms well ventilated. Open windows and doors (where appropriate) when room in use
4. Some of the rooms have fire doors and we are happy for you to use these as an alternative entrance if you prefer to avoid crowding in corridors. These are: Main Hall entrance/exit via back fire exit * Exhibition Room – entrance/exit via side fire exit door* Club Room – entrance/exit via main entrance door Committee Room - entrance/exit via main entrance door *Obviously, wheelchair users or those with large buggies may need to use main entrance doors Group Leaders – must ensure that all fire exit doors and all windows are left secure before leaving
5. Advise all of your group members of the above procedures. Advise all of your group members not to attend groups if they are displaying any Covid-19 symptoms.
6. Group leaders must have contact details of those attending groups in case track and trace is needed.
7. Cancel your booking (at no cost to you) if you, or those due to run your group, have displayed any Covid-19 symptoms in the 10 days prior to the start of your booking.
8. If you or anyone in your group develops Covid-19 symptoms during or after use of the centre, this must be reported to the Centre staff immediately.

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Basic Principles

- The government has lifted legal measures regarding behaviour and social distancing/mask wearing etc.
- We are therefore taking the same approach and asking group leaders to take responsibility for their groups
- We are no longer asking for a copy of your risk assessment but do ask that you continue to carefully consider how to operate
- We are still in a pandemic and some groups are more vulnerable than others, so some groups may choose to wear face masks and still limit numbers
- Office staff are not generally wearing masks but will don them if entering a room where others are wearing them
- If you are talking to office staff and are uncomfortable with them not being masked, just say so and we will put one on. We have spares in the office
- Ventilation – open windows/doors. Be sure to close them on leaving
- If unsure about anything, check with office staff. The guidelines do sometimes change at short notice.