

Sudley Area Residents' Association COVID-19 Risk Assessment

| Area or People at Risk  | Risk identified  | How to mitigate risk  | Action and date of completion   |
|---|--|---|---|
| <p><b>Trustees, staff, contractors and volunteers</b> - Identify what work activity or situations might cause transmission of the virus and likelihood trustees, staff and volunteers could be exposed.</p> <p><b>Trustees: 11 People</b><br/> <b>Staff: 1 Person (Caretaker)</b><br/> <b>Volunteers: None identified other than Trustees.</b><br/> <b>Contractors: Ad-hoc for general maintenance of building.</b></p> | <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with COVID-19 on the premises.</p> <p>Occasional Maintenance workers.</p> | <p>Do not enter if you or a member of your household has covid-19 symptoms signs on all external doors.</p> <p>Trustees, staff and volunteers provided with disposable gloves and aprons in addition to washing/sanitising hands. Contractors to provide their own PPE.</p> <p>Trustees, staff and volunteers advised to wash outer clothes after cleaning duties.</p> <p>Additional lidded bins (pedal) to be purchased.</p> <p>Trustees, staff and volunteers given Government guidance and PPE for use in the event deep cleaning is required.</p> | <p><i>Signs required: Do not enter guidance on external doors. Face coverings required. (completed 18/8/2020)</i></p> <p><i>Purchase disposable gloves (completed 29/7/2020)</i></p> <p><i>Purchase disposable aprons (completed 20/8/2020)</i></p> <p><i>Purchase lidded (pedal bins) (completed 8/9/2020)</i></p> <p><i>Government guidance re: deep cleaning to be sourced and given to trustees, staff and volunteers. (completed 05/08/2020)</i></p> |
| <p><b>Trustees, staff, contractors and volunteers</b> – think about who could be at risk and likelihood</p>   | <p>Trustees, staff and volunteers who are either extremely vulnerable or over 70.</p>  | <p>Discuss situation with trustees, staff and volunteers who are either extremely vulnerable or</p>   | <p>Trustees, staff and volunteers will need to be warned immediately if someone is</p>  |

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| <p>trustees, staff and volunteers could be exposed.</p>                    | <p>Trustees, staff and volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p> | <p>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>Talk with trustees, staff and volunteers regularly to see if arrangements are working. It is important people know they can raise concerns.</p> | <p>tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the trustee, employee or volunteer agrees it can be shared.</p>   |
| <p><b>Building capacity in light of COVID-19 and social distancing</b></p> | <p>Merseyside Fire Brigade has set the building capacity at 110 people – this doesn't fit with social distancing requirements.</p> <p>Social distancing not observed during sessions.</p>   | <p>Review maximum building capacity and social distancing guidance (2 metres or 1 metre with risk mitigation where 2 metres isn't viable)</p> <p>Review social distancing guidance in light of mandatory face coverings in community centres.</p> <p>Social distancing guidance to be observed by session leaders in</p>  | <p><i>Signs required: Maximum capacity in this building is 19 people. Social distancing 1 metre + with risk mitigation.</i></p> <p><b>(completed 18/08/2020)</b></p> <p><i>Set social distancing measures for building and identify maximum capacity (completed 21/7/2020) – this has been further reviewed in light of mandatory face coverings in community centres from</i></p> |

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|                                    |  | <p>arranging their activities and to manage social distancing throughout their session.</p> <p>Social distancing guidance to be observed by anyone entering the building – appropriate signage and spot checks.</p> | <p>8/8/2020. <b>(Completed 7/8/2020)</b></p>   |
| <b>Ventilation in the building</b> | <p>Government guidance states: where possible, non-fire doors and windows should be opened to improve ventilation in the premises - the windows in the hall do not open correctly.</p> | <p>Vents on the side wall should all be in the open position.</p> <p>Windows to be fixed and window pole to be accessible to session leader for opening windows.</p>  | <p><i>Plastic blocks to be fitted to stop vents being closed. <b>(completed 20/8/2020)</b></i></p> <p><i>Ventilation calculation to be undertaken <b>(completed 6/8/2020)</b></i></p> <p><i>Window stays to be fitted to enable window to open correctly. <b>(completed 31/8/2020)</b></i></p> |
| <b>Hand hygiene</b>                | <p>Anyone entering the building may have been in contact with an infected surface.</p>   | <p>Hand sanitiser stations to be positioned at entry and exit points within the hall.</p> <p>Everyone entering the building</p>   | <p><i>Signs required: Sanitise hands and NHS handwashing posters at sinks <b>(completed 18/8/2020)</b></i></p>   |

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|  |  | <p>must sanitise/wash their hands on arrival, at regular intervals while in the building and on their way out of the building.</p>  | <p><i>Hand sanitiser stations to be positioned at side door and near cloakroom (completed 26/07/2020)</i></p>   |
| <p><b>External areas / paths</b></p>                                     | <p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues/masks on their way in or out of the building rather than using the bins provided.</p> | <p>Utilise railings to mark out 1 metre distances to encourage care when queueing to enter.</p> <p>Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Caretaker to wear plastic gloves and remove.</p>  | <p><i>Signs required: social distancing signs on railings. (completed 14/4/2021)</i></p> <p><i>Purchase disposable gloves (completed 29/7/2020)</i></p>   |
| <p><b>Entrance hall / lobby area at front entrance (Rundle Road)</b></p> | <p>Possible pinch point - risk of social distancing not being observed in a confined area.</p> <p>Door handles and light switches in frequent use.</p>   | <p>One-way system in and out of building.</p> <p>Keyholders (caretaker, session leaders and some trustees) to access the building via the front entrance in Rundle Road.</p> <p>Session attendees to enter the building via the side entrance in Milner Road. Everyone to leave the building via front entrance (unless mobility issues require the side door). Paper towels to</p> | <p><i>Signs required: Exit only, directing session attendees to the side door for entering the building, notice on inside of the front door advising use paper towels to turn door handle. (completed 18/8/2020)</i></p> <p><i>Paper towel dispenser to be installed at front door (completed 29/7/2020), bin to be located near front door (completed 20/8/2020)</i></p> |

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|                         |  | <p>be used to turn door handle.</p> <p>Internal entrance hall door to be secured open with cable tie.</p> <p>Door handles and light switches to be cleaned regularly.</p>   | <p><i>Internal entrance hall door to be secured open with cable tie. <b>(completed 5/8/2020)</b></i></p>   |
| <p><b>Main Hall</b></p> | <p>Door handles, light switches, tables, chairs.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Decorative items and books.</p> <p>Remote control for projector screen.</p> <p>Curtains and blinds.</p> | <p>Door handles, light switches, tables, chairs and other equipment used to be cleaned by session leaders before use (<i>see additional points on upholstered chairs and tables</i>).</p> <p>Decorative items and books removed.</p> <p>Caretaker to operate projector screen and leave remote in the office.</p> <p>Consider removing curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Sign advising users to not touch</p> | <p><i>Signs required: Directing not to touch anything unnecessarily. Face coverings required. Observe social distancing. <b>(completed 18/8/2020)</b></i></p> <p><i>Blue cleaning roll dispensers to be installed by kitchen hatch and bookcase, surface spray provided <b>(completed 29/7/2020)</b>.</i></p> <p><i>Decorative items and books to be removed <b>(completed 29/7/2020)</b>.</i></p> <p><i>Curtain above side entrance to be removed. <b>(completed 20/8/2020)</b></i></p> |

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|                              |   | curtains unless necessary.   |  |
| <b>Office (Storage Area)</b> | Storage of chairs on rotation   | Keep the room locked and out of bounds for public.   | <i>Anyone with access to the office is to be reminded to keep the door locked. (Completed 5/8/2020)</i>  |
| <b>Kitchen</b>               | Pinch point for social distancing.<br><br>Many surfaces/equipment to clean when preparing food/drinks.<br><br>First Aid box and accident book | <del>Kitchen to be closed to the public – only access is for first aid box and accident book.</del><br><br><b>** updated 14/4/21</b> – Kitchen facilities to be made available for drinks but only one person at a time. Tea bags, coffee and sugar will no longer be provided and coffee machine removed. | <del><i>Signs required: Kitchen facilities are not available, access for first aid only. (completed 18/8/2020)</i></del><br><del><i>Remove or secure kitchen equipment and cupboards. (completed 26/8/2020)</i></del><br><br>Remove coffee machine. <b>(completed 14/4/2021)</b> |
| <b>Toilets</b>               | Pinch point for social distancing.<br><br>Cannot be cleaned by caretaker between use.   | Only one person to access the ante-room/toilet at any one time.<br><br>Safe Seat toilet seat sanitiser installed in each cubicle.  | <i>Signs required: How to use safe seat toilet sanitiser, NHS handwashing poster at sinks (completed 18/8/2020)</i><br><br><i>Install Safe Seat sanitiser dispensers. (completed 20/8/2020)</i>  |
| <b>Table Store</b>           | Used for storing clean tables and folding plastic chairs  | Sign on door advising not to leave the door open and not to  | <i>Signs required: Do not touch tables, please clean chairs (and</i>   |

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|                          |  | <p>touch the tables.</p> <p>If folding plastic chairs are to be used, the trolley should be brought out by session leader into a safe space for session attendees to access chairs. Chairs and trolley handle to be wiped down before and after use.</p>   | <p><i>trolley handle) before and after use. (completed 20/8/2020)</i></p>   |
| <b>Cloakroom</b>         | Used for chair storage and coats at the same time.   | Cloakroom to be used for chairs (Set A) only. Notice for users not to use for coats or bags.   | <p><i>Signs required: not available for hanging coats and bags, not to use chairs from this area. (completed 18/8/2020)</i></p>   |
| <b>Upholstered Seats</b> | <p>One set of soft chairs used for all groups.</p> <p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them.</p> | <p>58 soft chairs available. Identify how many chairs required for each session and create individual sets. Each set to be easily identified. This will allow rotation of chairs so that each chair is used only once in a 72-hour period.</p> <p>Currently have 39 grey chairs, 11 red chairs (no dot), 8 red chairs (with dot)</p> | <p><i>Signs required: Location signs for each set of chairs, sign telling users not to touch chairs unless one of the designated groups. (completed 18/8/2020)</i></p> <p><i>Sessions to confirm maximum chairs required and sets A – E to be assigned to session. (completed 5/8/2020)</i></p> |

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|                                |   |  | Stickers identifying set A, B, C, D and E required. <b><i>(completed 12/9/2020)</i></b> |
| <b>Tables</b>                  | Tables to be used by more than one group  | Tables to be cleaned before and after each use. If tables are to be put out/put away by the caretaker, the caretaker will clean them. If the tables are being used by one session leader across multiple sessions, session leader must clean between sessions. |   |
| <b>Events including cinema</b> | Current capacity of 10 very restrictive for events, no live music allowed at present.               | Festive evening cancelled and cinema evenings postponed.<br><br>No new items to be added to the calendar until social distancing measures relaxed further.   | <b><i>To be reviewed December 2020 / January 2021</i></b>                               |
| <b>Trustees' meetings</b>      | Not all trustees able to attend meeting as shielding beyond 1/8/2020<br><br>Lengthy meetings may be | Meetings to be undertaken via telephone conferencing.  | <b><i>To be reviewed ahead of each meeting.</i></b>                                     |



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|                        | uncomfortable with face coverings.  |  |  |
| <b>Day Trips</b>       | Difficult to social distance on a coach.  | Day trips cancelled until at least April 2021.   | <b><i>To be reviewed December 2020 / January 2021.</i></b>   |
| <b>Sessions</b>        | <p>Risk of resuming sessions at SARA Hall.</p> <p>Time between sessions may not be sufficient to address entry / exit checks.</p> <p>Craft group has no session leader.</p> | <p>Session leaders to adhere to SARA COVID-19 Secure Procedures.</p> <p>Session leaders must complete a risk assessment; each session is different and it is for the session leaders to determine the content – SARA will not evaluate individual risk assessments as SARA doesn't have an intricate working knowledge of individual groups/ their activities or additional requirements levied by governing bodies or similar.</p> <p>Session leaders sign revised hire agreement stating they have undertaken a risk assessment and agree to follow the SARA COVID-19 Secure procedures as provided.</p> | <p><i>Distribute SARA COVID-19 Secure procedures and risk assessment to all session leaders. (completed 2/9/2020)</i></p> <p><i>Distribute new hire agreement to all session leaders. (completed 2/9/2020)</i></p> <p><i>SARA to review timings between sessions on the timetable (completed 5/8/2020)</i></p> <p><i>SARA to review how the Craft group (drop-in) will work without a session leader (completed 5/8/2020) 3 members of group including 1 trustee to manage session leader obligations, implement booking system where necessary and carry out risk</i></p> |

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|                                   |   | <p>SARA to review timetable to ensure sufficient time between sessions.</p> <p>Craft group to be reviewed.</p>   | <p><i>assessment.</i></p>   |
| <p><b>Cleaning Facilities</b></p> | <p>Caretaker will not be able to be at the hall between each group to clean.</p> <p>Government guidance states: businesses should provide extra bins for staff and customers to throw away face coverings and PPE, and should ensure that staff and customers do not use a recycling bin.</p> | <p>Specify within the COVID-19 Secure procedures the responsibilities of the session leaders/ attendees.</p> <p>Install facilities to enable cleaning by session leaders / attendees.</p> <p>Remove bean bags from storage area to create space for the recycling bin.</p> | <p><b><i>Signs required:</i></b> <i>How to use safe seat toilet sanitiser, notice on inside of front door advising to use paper towels to turn door handle (completed 18/8/2020)</i></p> <p><i>Blue cleaning roll dispensers to be installed by kitchen hatch and bookcase, surface spray provided (completed 29/7/2020).</i></p> <p>Additional lidded (pedal) bins to be located in the hall. <b><i>(completed 8/9/2020)</i></b></p> <p><i>Safe Seat dispensers (x2) to be installed (completed 20/8/2020)</i></p> <p><i>Paper towel dispenser to be</i></p> |

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|                             |  |  | <p><i>installed at front door (completed 29/7/2020), bin to be located nearby (completed 20/8/2020)</i></p> <p><i>Councillor Hurley contacted (24/7/2020) to remove bean bags to create space for recycling bin. (completed 1/9/2020)</i></p> |
| <p><b>Cash payments</b></p> | <p>Risk of transmission of virus on cash received from session leaders / craft group</p> | <p>All session leaders to pay via electronic transfer.</p> | <p><i>Cash sessions to be advised of monthly electronic payments. Craft group to be reviewed. (completed 2/9/2020)</i></p>  |