

Chestnut Community Centre COVID Risk Mitigation Policy

The precautions below are mandatory for everyone who enters the building, in order to ensure a safe healthy environment during the pandemic. These are required by law, by the UK Government to prevent virus spread, with both the centre committee and the hirer legally liable to ensure that this takes place.

This document is drawn up in line with the **COVID-19: Guidance for the safe use of multi-purpose community facilities** available from <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities> and the **Health & Safety Executive**.

USERGROUPS/ HIRERS

So that usergroups are fully aware of their responsibilities towards our building, their members, and other building users; all usergroups will be required to sign and return an additional hire document to the booking secretary which outlines safety procedures, alongside a risk assessment.

Proven violations of these guidelines may result in the hirer no longer being able to hire the space during the pandemic.

Chestnut Community Centre, also known as Higher Brixham Community Centre, is a small community centre in Higher Brixham. It is run by a small volunteer committee consisting of representatives of regular usergroups including Brixham United Spiritualist Church, the Berzerkers, and the South Devon Players Theatre & Film Company. There are additional user groups as well. The centre has no full-time staff/ volunteers, and is open when in use by a hirer, or when a committee member is conducting an additional building check (outside of these times, the committee are contactable by phone or email). Hirers traditionally share the responsibility for keeping the space safe and clean, by checking the building when they are using the space, and leaving it in excellent condition for the next group.

During the COVID pandemic, all usergroups need to submit a Covid Risk Assessment to the Booking Secretary (email brixhamlaura@gmail.com) as well as a Covid-related hire agreement committing to keep the community centre safe while using the space.

DISTANCING

Government advice is that a distance of 2metres is maintained between centre users. This must apply throughout the use of the space. All persons present inside the building must by law, wear masks or other face coverings unless with proven medical exception. Members of user groups must not enter another groups space whilst in use. Usergroups should advise their members of this.

HIRED SPACES

There are two spaces available for hire, one downstairs, and one upstairs. Both spaces have separate building entrances, and the relevant one must be used (for example, if a group is hiring upstairs, they cannot enter through downstairs and disturb the group downstairs, and vice versa).

Downstairs

This is a large tiled room with a small kitchenette and access to three toilets. There is a front door to the building, and large side doors. This, in normal times allows disabled access to the ground floor, and is the most easily cleaned room. With the two sets of doors, this allows, during the pandemic, for a one-way system through the room, as well as windows that can be opened to increase ventilation.

Upstairs

This is a smaller carpeted, “cosy” room with a large kitchen, and a toilet, accessed via its own door. There are several large windows which open very wide, to increase ventilation. This space does not allow for a one-way system as those entering and leaving must use the same door.

ACTIVITIES

All activities and use of space must be COVID-safe. All usergroups must ensure that they have checked for specific government guidance on their specific activities, as available online via the www.gov.uk website, unions or overarching organisations, and conduct a full COVID risk assessment for their activity (eg as a place of worship, an activity club, a theatre rehearsal hall, music practice room, and designated by amateur, professional or otherwise as relevant. If relevant, users may wish to contact their trade union for further guidance (theatre, music, schools) etc. This will be required to be submitted to the centre booking secretary alongside a signed agreement on helping to keep the building Covid safe. Groups must ensure that that they have a record of attendees kept confidentially, for Track and Trace purposes, if required.

ILLNESS

If a group has a member who is ill with any cold/ flu like infection, or potential Covid symptom, they must not attend the centre.. This prevents other centre users becoming ill. If the person is diagnosed as Covid-positive, the centre also needs to be informed if this person has recently attended the centre before becoming ill, or while ill, to allow for deep cleaning before the building can be used again. In the case of deep cleaning being necessary, all other usage of the building, other than access for cleaning, will be suspended until the building is fully deep-cleaned. Any usergroup using the space after the infectious person, before being aware of this, may also need to inform it's members, so that they can get tested in turn.

TOILETS

Toilets must be left cleaned and disinfected by each user-group, with the time and date of the last clean, entered on a note on the back of each cubicle door.

KITCHEN

Mugs, plates and kettles, should not be used, as if not washed, dried and put away thoroughly, they may spread infection. User groups are asked to tell their members to bring their own drinks/ thermoses/ snacks.

SIGNAGE

Signs reminding users about face covering, two-meter social distancing, and handwashing, are placed on all internal doors.

Signs explaining good hygiene in hand-washing are displayed in the toilet cubicles and in the kitchens.

Posters diarizing the toilet cleans are on the back of each cubicle door. (when filled will be retained by the booking secretary)

PROVISION OF CLEANING MATERIALS

Liquid soap, motion-activated hand-dryers are available in toilets.

Disinfectant, bleach, rubber gloves, scourers, binliners, single use cleaning cloths, and washing up liquid, are available under the kitchen sinks. Hirers should inform the booking secretary if any of these items are running out.

Floor mop and bucket is available stored in the downstairs disabled toilet cubicle.

A Henry hoover is available on the middle landing.

REQUIREMENTS FOR USERGROUPS

(following provision of Covid risk assessment and Covid hire agreement to the booking secretary) Failure to observe these safety procedures may result in cancellation of booking.

ARRIVAL

- Wipe over surfaces, worktops, tables being used, doorhandles, etc, with disinfectant.
- Maintain and ensure that group members are advised of building safety. You may need to work with ideas like staggered arrival and departure times.

Ensure that all users are wearing face coverings and using hand sanitizer.

- Everyone entering the building must ensure that they wash their hands for at least 20 seconds with soap and water, or use sanitiser.

DURING USE

- Please ensure that a good airflow is kept through the space.
- Ensure that all toilets are flushed and left clean after use.
- All users must wash their hands after using the toilets.
- Ensure that all users maintain two meter distancing, and wear face coverings.
- Wash any centre mugs or plates before and after use, dry them and put them away.

AFTER USE

- Wipe down all surfaces (*counters, taps, tables, doorhandles etc) used, with supplied disinfectant.
- Check doors and windows are closed
- Check that kitchen and toilet spaces are cleaned and the details (time, date, name of person checking) are entered on the posters on the backs of the doors. Toilets **MUST** be flushed and left clean.
- Check that the floor has been mopped down or swept, as relevant for the floor covering in the space.

- Empty bins to the outside dumpster and put a new binliner inside.