

East Hagbourne Sport & Recreation Committee
East Hagbourne Parish Council
Risk Assessment for reopening East Hagbourne Pavilion at
the Recreation Ground, Great Mead, East Hagbourne

The Pavilion was closed on 24 March 2020 in accordance with government guidance to avoid Covid-19 infection. On 23 June, the government announced that from 4 July 2020, community venues would be allowed to reopen, if safe to do so. However, indoor fitness and sports venues were excluded from this permission.

By email exchange on 24 June 2020, EHSRC agreed to work towards a reopening date of 1st September, subject to the government requirements prevailing at that time.

The government announced on 9th July that indoor gyms, pools and leisure centres can reopen from 25 July. According to [2] this includes yoga, pilates and table tennis, subject to risk assessment

The FA has announced that a phased return to football can be commenced, and HUFC have been making use of the field for friendly matches during August, with league games due to start in September. Changing facilities and showers remain unavailable under current government guidelines.

This Risk Assessment evaluates the actions needed to safely reopen East Hagbourne Pavilion from 1st September, 2020.

The pavilion is managed by East Hagbourne Sport & Recreation Committee, but owned by East Hagbourne Parish Council. This Risk Assessment has been prepared jointly by both bodies.

At this point EHSRC is working with our regular users to restart those activities possible under the current guidelines. We will not be accepting casual bookings at the present time.

Our Risk Assessment references the following guidance:

- [1] COVID-19: Guidance for the safe use of multi-purpose community facilities, updated 31 July 2020.
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>
- [2] Opening-your-hall-after-lockdown-06.07.20-Final. ACRE
<https://acre.org.uk/cms/resources/press-releases//covid-19-information-sheet-opening-your-hall-after-lockdown-6.7.20-final.pdf>
- [3] Government guidance on decontamination.
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- [4] FA guidance on resumption of football activities:
https://link.service.thefa.com/u/gm.php?prm=7lf7qf44Mv_799214872_472468_108036 and
<http://www.thefa.com/-/media/thefacom-new/files/get-involved/2020/detailed-covid-19-guidance-on-re-starting-competitive-grassroots-football.ashx>
- [5] Government guidance for people who work in grassroots sport and gym/leisure facilities.
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

References to other sources are noted in the text.

djr 20200825

Final Risk Assessment for the reopening of East Hagbourne Pavilion.

25-Aug-20

Target date for reopening, 1st September, 2020.

Who might be harmed and how?

All users of East Hagbourne Pavilion, including:

- Booking group leaders and their clients
- Those engaged in organised events on the Recreation Ground
- Community groups
- Parents and children
- Cleaning staff
- Maintenance contractors
- Volunteer workers
- Those carrying out safety inspections and rubbish removal

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status	
Measures against spread of Covid-19 Coronavirus					
1	Social Distancing				
	(a) Number of people using the facility		Govt guidance [1] says that room capacity should be set on the basis of 2 metres or 1 metre with mitigation. However, it appears that members of the same family can form one unit for this purpose. The number of people that can be accommodated depends on the room layout, so this discussion is not definitive.		
			Community Room: The dimensions of the room are 6.8m x 9.0m. As an example, for a seated audience with individuals spaced 2m apart, the capacity would be 13 people + speaker. If people were seated as couples, it might be possible to fit 13 couples, 26 people. If 1m spacing were acceptable with mitigation, then 35 could be accommodated. The calculation will be different for e.g. a meeting, or for exercise classes where people lie down. Each activity needs to be considered individually, following a suitable risk assessment.	Each activity needs to carry our a risk assessment within these guidelines - include in booking conditions.	DONE
			Changing rooms: The dimensions of each room are 4.45m x 3.2m. It would be difficult to get more than 3 people in this space while maintaining distancing, although it is possible to give access for 1 person to the toilet area at the same time. Proposed that use of the changing room be limited to one individual/social unit and that toilet access be limited to one person at a time (in each changing room). The Official's Room is smaller and could accommodate just one person at a time.	Avoid non-essential use - include in booking conditions..	DONE

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status
			Showers: Access to the showers will need to be limited to maintain distancing, probably max 2 people at a time. Safety check required before using, see 7(c).	Avoid non-essential use. DONE
			Hirers must ascertain the maximum number of people attending before the event and not exceed the agreed maximum number.	Include in new booking form DONE
	(b) Mitigation measures		Where 2 metre separation between individuals or groups is difficult to achieve, mitigation measures should be considered. There is some evidence that side-by-side seating presents less risk than face-to-face interaction and that face coverings could have some benefit in limiting infection. Each activity needs to be considered individually, following a suitable risk assessment.	To be considered by users in their risk assessments.
		[1]	Ventilation: where possible, doors and windows should be opened to improve ventilation in the premises	Include in new booking conditions DONE
			Face coverings: Government advice is that if you can, you should wear a face covering if in an enclosed space where social distancing isn't possible. However, face coverings do not replace social distancing. Users should continue to wash hands regularly and maintain social distancing. It is important to use face coverings properly and thoroughly wash hands before putting them on and taking them off.	User risk assessment should consider this aspect.
	(c) Queue management	[1]2a	The entries to the building present pinch points. For the changing rooms/toilets, use will be low for the foreseeable future (see above) and queuing should take place outside. For the Community Room, the lobby area is needed for access to the toilets by the group using the room.	
			Access to the toilets should be one person at a time. Queuing at a safe distance	Notice in lobby, changing doors, in booking conditions. DONE
			Separation between bookings. Conflicts should be avoided by allowing a clear break between bookings, to allow time for the building and car park to be cleared by the first group, before the second group arrives. Amend booking conditions to specify strict times for arriving at and leaving the facility, with at least 15 minutes between following groups. Only one organised group to use the facility (i.e. Recreation Ground/Pavilion) at any one time, to avoid congestion in entry or car park..	To be managed by the booking secretary in conjunction with user groups.
			Floor markings: The most likely time for crowding is on entering/leaving the building. Consider 2 metre indicative markings outside the main doors.	Not needed, because there is plenty of room outside the building
			Use of emergency exit. There is only one entry/exit to the changing area, but the Community Room has an additional emergency exit via the kitchen, which could be used to assist distancing if needed. However, this involves exit via steps, which may not be suitable for all users. Proposed that separation between groups be maintained through time separation of booked events and that a one-way system is not implemented. Users remain able to use the emergency door if convenient for them and provided it is secured again afterwards.	Include option in booking conditions to help user groups in their risk assessments. DONE

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status	
			Risk of contact in the entry/corridor. There is good visibility from outside through the main lobby to the community room, so close contact can be avoided in this area. Government guidance indicates that such transitory contacts are lower risk and it will be for hirers to try and arrange their activities to avoid these risks if possible, particularly for older or medically vulnerable people. People waiting for the changing room toilets should queue outside.	Include in booking conditions.	DONE
	(d) Use of the kitchen		The kitchen floor area measures 2.3 x 2.4 metres, so is a constrained space. Use of the kitchen for food preparation will be discouraged. Where it is used, occupancy should be limited to 2 people at a time and wearing of face masks is recommended. Sanitiser will be placed in the doorway, where it is also available for users of the Community Room without them having to fully enter the kitchen to sanitise.	Advise user groups in booking conditions as input to their risk assessments.	DONE
			Drying cloths should not be shared and those currently supplied will be removed. Hirers wishing to use the kitchen should bring their own tea-towels and clean the kitchen after use.	Advise user groups.	DONE
	(e) Car Park		Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. Install sign at entry to remind people to maintain safe distance.	Advise user groups as input to their risk assessments.	DONE
2	Vulnerable or infected people				
	(a) Who can attend events		Minimise contact with individuals who are unwell: Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.	signage and include in booking conditions.	DONE
		[1]2d	Vulnerable people: Government guidance is that certain groups of people are at increased risk of severe disease from coronavirus, including all people aged 70 or over. Activity Risk Assessments should take into consideration who will attend.	Advise user groups as input to their risk assessments.	DONE
	(b) Monitoring infections	[1]2g	Track and Trace: event organisers must keep a temporary record of participants for 21 days and assist NHS Test and Trace with requests for that data if needed in order to help contain clusters or outbreaks.	Advise user groups as input to their risk assessments.	DONE
			Authority to gather data: The Information Commissioner's Office statement of 12 March says that public bodies may require additional collection and sharing of personal data to protect against serious threats to public health.	For information	
			If you show symptoms after attending. Individuals who show symptoms, or test positive for coronavirus after attending an event, should contact NHS Track & Trace and inform Pavilion Management via their event organiser.	Include requirement in booking conditions to inform EHSRC/EHPC if someone is affected.	DONE
3	Infection through contact with hard surfaces				

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status	
	(a) Cleaning of surfaces		Regular cleaning: Regular cleaning of the Pavilion is carried out once per week. It is impractical to have the facility professionally cleaned between each use.	Agree cleaning regime with our contracted cleaner.	DONE
		[1]2b	Hirer responsibilities: Those hiring the pavilion must take some responsibility for the safety of participants in their own activity and of others by cleaning of surfaces that are touched frequently: including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces, before and after using the facility. Ordinary domestic products can be used.	Include in booking conditions	DONE
			Cleaning Materials: Cloths should be used on light switches and electrical appliances rather than spray disinfectants. <i>See below for details of cleaning materials supplied at the Pavilion</i>	Include in booking conditions	DONE
			Disposal of rubbish: Users are expected to take their rubbish home with them wherever possible.	Include in booking conditions	DONE
	(b) Personal Cleanliness	[1]2c	On entering and leaving the building everyone should wash their hands thoroughly or use hand sanitiser.	Include in booking conditions	DONE
			Everyone should avoid touching their face and cough or sneeze into a tissue which is binned safely, or into their arm if a tissue is not available.	to be managed through hirer risk assessments.	
	(c) Provision of cleansing materials	[1],[2]	Following the government and ACRE guidance, the provision of cleansing materials will be updated as follows:		
			Sanitiser will be provided in wall-mounted dispensers: two in the main lobby entrance, two in the changing room entrance, one in the kitchen.	Provide equipment/materials as detailed	DONE
			Hard soap has so far been provided in toilets/changing areas. For the future, liquid soap will be provided for these areas in pump bottles, wall-mounted. A similar provision will be made for hand-washing in the kitchen. The Officials' Room will also be supplied with liquid soap.	Provide equipment/materials as detailed	DONE
		[1]2b	Air hand dryers are currently provided in toilets/changing areas, including the officials' room, and these are consistent with current government guidance. Paper towels have been suggested as a hygienic option, which is true at the point of use, but creates waste paper which must be stored then cleared away. In the situation where we have no regular staff, air dryers provide a better overall solution. In the kitchen area, noise from an air dryer would be noisy and disruptive to activities in the Community Room, so a paper towel dispenser will be installed there.	Provide equipment/materials as detailed	DONE
			A small, covered waste bin will be provided in the kitchen for paper towels and other waste. Where hirer activities produce significant waste, we will continue to ask hirers to take their waste home. Hagbourne United Football Club, who are currently the sole regular user of the changing facilities, will be responsible for waste generated during football activities.	Waste bin to be provided in kitchen	DONE
			Increased supplies of regular cleaning materials , including spray cleaner and wipes will be provided in the kitchen area to facilitate wiping down of contact surfaces. These will be supplemented by a tub of disposable sanitary wipes .	Extra cleaning materials provided	DONE

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status	
	(d) Keeping a tidy environment		All non-essential equipment should be cleared and locked away to facilitate a clean environment, with particular attention to the kitchen and changing room area . This includes kitchen drying towels and items of clothing or other personal equipment in the changing area.	Kitchen tidied. Football Club asked to keep their area tidy.	DONE
4	Protection of cleaners, volunteers and contractors				
	(a) Regular cleaning		The Pavilion will continue to be cleaned by our contracted cleaner on a weekly basis with extra attention will be paid to cleaning of contact surfaces and replenishment of soap/sanitiser/towels. Government guidance [3] advises no special PPE is needed and this has been verified with our cleaner.	A full clean of the facility is arranged for 26 August, and regular cleaning will commence in September.	
	(b) Volunteers		Volunteers may need to be at the building to facilitate hirer activities, to carry out safety checks or for general maintenance. All volunteers need to be briefed on the potential risks and appropriate action to take for their own protection.	Volunteers to be provided with a copy of this risk assessment.	
	(c) Contractors		Contractors (other than the regular cleaner) will be accompanied by a member of the management committee who will ensure that appropriate measures are taken to protect the contractor and those using the facility afterwards.	Action as detailed	
5	Signs and notices etc				
			Signs are needed throughout the building to remind users of the precautions to take, but must be concise if they are to be effective. A detailed notice cannot be read by groups that are social distancing.		
			- Posters on doors based on ACRE Appendix C, giving a summary of requirements.	Use Appendix C wording for main entry doors.	DONE
			- Catch it, bin it, kill it posters on community room door.	Use NHS poster	DONE
			- Warning on sanitiser dispensers on flammability, avoid eye contact, supervise children.	Adapt Covex information. Put signs by all dispensers.	DONE
			- Reminder in toilets to clean hands thoroughly and often.	Use selected PHE poster	DONE
			Storage of sanitiser: No more than 15L of sanitiser to be stored on the premises, kept in the locked steel cupboard in the kitchen. Put sign inside the cupboard warning of flammability & storage limit.	Cupboard accessible only by authorised people, post information sign.	DONE
6	Someone becomes unwell while at the facility				
		[2]	Following ACRE guidance, booking conditions require that if someone becomes unwell with suspected Covid-19 symptoms while at the Pavilion they should be safely removed from the premises as soon as is practical, using appropriate PPE as needed. All persons must immediately leave the premises, observing the usual hand sanitising and social distancing precautions and are advised to launder their clothes when they arrive home.	Disposable gloves, aprons, visors and additional items to be made available in kitchen area	DONE
		[2]	Hirers need guidance and equipment on how to look after a sick person.	Provide instructions in kitchen, based on ACRE App H & L	DONE

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status	
7	An infected person has used the facility				
	(a) Alerting management and users		On receiving notification that someone who has used the facility has symptoms of or confirmed Covid-19, the management committee will immediately close the affected areas and inform all booked users .	Booking conditions include requirement of hirers to inform management if an infected person has used the facilities.	DONE
	(b) Risk assessment	[3]	On receiving notification, Pavilion management will make a risk assessment on the actions needed.	Risk assessment to be documented in writing.	
	(c) Cleaning the facility	[3]	Areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.		
		[3]	The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.	Disposable gloves, aprons, visors to be made available in kitchen area	DONE
		[3]	All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.	Follow normal cleaning procedures, with particular attention to contacted areas.	
		[3]	If the risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary.	Disposable gloves, aprons, visors to be made available in kitchen area	DONE
		[3]	The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.	Gloves, aprons and visors will be made available.	DONE
		[3]	Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.	Appropriate materials to be made available	DONE
		djr	Consider contamination to tables, chairs.	Users are asked to clean at the end of each hire. Consider in risk assessment.	
			Use an appropriate cleaner. [3] says, if an alternative disinfectant is used . . . ensure that it is effective against enveloped viruses.	Our cleaner recommends Dettol products including antibacterial spray. Dettol website confirms effectiveness against coronaviruses.	DONE
		[3]	Any cloths and mop heads used must be disposed of and should be put into waste bags, disposed of as below.	Disposable materials to be provided	DONE
		[2]	ACRE guidance that after deep-cleaning, clothes should be laundered and kept separate from other clothing.	This is not in government guidance - inform cleaner of the recommendation	DONE

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status	
		[3]	Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):	Post instructions for users. Bags to be provided. Safe storage to be agreed between cleaner and management	DONE
			1. Should be put in a plastic rubbish bag and tied when full		
			2. The plastic bag should then be placed in a second bin bag and tied		
			3. This should be stored safely, away from children for at least 72 hours.		
			4. It should then be disposed of in normal waste		
	(d) Reopening the facility		If the person subsequently tests negative for Covid-19, then the building can reopen provided the normal cleaning schedule has been followed.	Decision to be taken by Pavilion management	
		[2]Q&A	The virus is not believed to survive for more than 72 hours on hard surfaces, so the building could potentially be reopened after this time. However, the need for appropriate cleaning should be determined in the risk assessment.	Actions determined by risk assessment.	
8	Health and Safety checks before reopening of the facility				
	(a) regular safety checks		The regular sequence of annual and monthly safety inspections has been maintained during the shutdown.	djr	DONE
	(b) Legionella testing		The water and heating system in the Pavilion is sealed and in normal operations presents a low risk of legionella. However, following the long shutdown, the system requires professional flushing, cleaning and testing before the showers are used to ensure it is safe.	Pete Wood will carry out a risk assessment and system check, accompanied by djr.	
9	Special provisions for use of changing rooms and showers				
	See Section 1(a) - repeated here		Changing rooms: The dimensions of each room are 4.45m x 3.2m. It would be difficult to get more than 3 people in this space while maintaining distancing, although it is possible to give access for 1 person to the toilet area at the same time. Use of the changing room be limited to one individual/social unit and that toilet access be limited to one person at a time (in each changing room). The Official's Room is smaller and could accommodate just one person at a time.	Government/FA guidance recommends against general use, but asks that facilities be available for special need. Document provisions in booking conditions for football.	DONE
	Phased resumption of football activities		Outdoor training has been allowed on the field since 1st July 2020. The FA has announced that outdoor competitive matches can commence from 1st August, but that where possible, players, coaches and officials should arrive changed and shower at home. Use of changing and shower facilities must follow government advice on the use of indoor facilities.	Special booking conditions put in place for summer activities	DONE
			To facilitate friendly games during August, the toilets may be opened, limited to one person at a time. During this time, the football club must ensure that suitable sanitiser and hand washing materials are available.	Booking conditions for August have been prepared and agreed with HUFC.	DONE
			The changing rooms/showers remain closed until safety checks are completed and the facility reopens, expected 1st September, and even after that will have limited capacity under current government requirements.	Booking conditions to reflect the prevailing government guidance.	DONE

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status	
10	Status of regular Community Room activities				
	Compatibility of activities		Not all activities will be able to resume in their former format.		
	Booking Procedures		The special booking conditions and new booking form summarise this risk assessment and require hirers to carry out their own risk assessment and to comply with government requirements.	New booking provisions prepared	DONE
	Social distancing requirements limit occupancy.		Not all activities will be able to resume in their former format. Subject of risk assessment by activity organisers.		
	An updated Hiring Form is required.	[2]	ACRE Appendix E	Prepared, based on ACRE guidance and our situation.	DONE
	Review booking requests with event/class organisers		Consider each activity separately. Require risk assessment by organisers and set conditions as appropriate.	Discussions are being held with regular users.	
	Provisional review of activities		This is a changing situation - all depends on risk assessment		
	Choir	[1]	Singing increases the chance of droplet transmission and is not allowed under current government guidance.		
	Pilates	[2]App K	Permitted from 25 July. Organiser working on procedures and risk assessment		
	Yoga	[2]App K	Permitted from 25 July. Organiser working on procedures and risk assessment		
	Table Tennis	[2]App K	Permitted from 25 July. Organiser working on procedures and risk assessment		
	Gardening Club	[1]	Current guidance says 'Community facilities should not permit indoor performances, including drama, comedy and music, to take place in front of a live audience.' It is not clear if this applies to a presentation. Organisers are assessing feasibility.		
	Art Group		This is a fairly small group and should be able maintain social distancing with suitable table layout.		
	Meetings, e.g. Parish Council		Small gatherings up to about 12 people should be possible with suitable table arrangement. Difficult to ensure meeting is open to the public if numbers are limited.		
	Children's Parties	[1]2f	Government guidance is to avoid noisy events, because it makes people raise their voices and that community facilities should not facilitate large gatherings or celebrations. Casual bookings will not be accepted until restrictions are relaxed.		