

**East Hagbourne Sport & Recreation Committee**  
**East Hagbourne Parish Council**  
**Risk Assessment for activities at East Hagbourne Pavilion and**  
**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.

Limited reopening was permitted by the government and some regular activities recommenced from 1st September 2020, before further restrictions were imposed. The FA announced that a phased return to football could be commenced, and the field has been used for friendly and league matches. However, the changing facilities and showers remained closed.

All activities to date have followed government requirements and been guided by a thorough risk assessment dated 15 August 2020. Where activities on the Recreation Ground or in the Pavilion have been allowed, special booking conditions have been put in place and updated from time to time.

At the time of writing, we are in Step 4, where most mandatory restrictions have been lifted, but we still need to be cautious. As we move towards the new football season, consideration needs to be given to safe use of the changing rooms, particularly as colder weather arrives.

**This updated Risk Assessment evaluates the actions needed to safely operate booked activities at East Hagbourne Pavilion and the Recreation Ground from 1st September, 2020.**

This update does not represent a major change - the underlying risks remain the same and the additional cleaning measures for the Pavilion remain important.

While the legal restrictions are now more relaxed, Covid19 is still present and we must all continue to take care against infection.

The emphasis will now switch to guidance to event organisers who will be responsible for taking precautions to protect their group and others.

Certain mandatory provisions will remain in place, including keeping a list of attendees for track and trace.

The booking conditions will be updated to reflect this and will continue to adapt according to future government guidance.

As the Covid19 pandemic evolves, we continue to be guided by government pronouncements and briefings from ACRE and the FA, all of which are updated periodically.

djr 20210824

## Updated Risk Assessment for East Hagbourne Pavilion. Date: 24 August 2021

The earlier version of this risk assessment, dated 25 August 2020 has been used to guide actions over the past year, adapting to government guidance and the Covid19 events have evolved. Where activities on the Recreation Ground or in the Pavilion have been allowed, special booking conditions have been put in place and updated from time to time. At the time of writing, we are in Step 4, where most mandatory restrictions have been lifted, but we still need to be cautious. As we move towards September, consideration needs to be given to safe use of the changing rooms (which have been out of use until now). The underlying risks remain unchanged since the original assessment and the additional cleaning materials supplied in the Pavilion remain in place. The emphasis will now switch to guidance to event organisers who will be responsible for taking precautions to protect their group and others. Certain mandatory provisions will remain in place, including keeping a list of attendees for track and trace. The booking conditions will respond to further government directives as needed.

### 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

Areas where the assessment has been updated are highlighted in pale orange

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status
<b>Measures against spread of Covid-19 Coronavirus</b>				
<b>1</b>	<b>Social Distancing</b>			
	<b>(a) Number of people using the facility</b>		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.  <b>Community Room:</b> 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. <b>Each activity needs to be considered individually, following a suitable risk assessment.</b>	Each activity needs to carry our a risk assessment within these guidelines - include in booking conditions.

Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status	
			<p><b>Changing rooms:</b> 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. <b>Starting September 2021, use of the changing rooms will be permitted at the discretion of the football clubs and subject to prevailing guidance from Government and the FA.</b> The Official's Room may also be used, again at discretion of the playing teams.</p> <p><b>Showers:</b> 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).</p> <p><b>Hirers must ascertain the maximum number of people attending before the event and not exceed the agreed maximum number.</b></p>	<p>Us permitted at the discretion of the playing clubs in accord with their own RA - include in booking conditions..</p> <p>Avoid non-essential use.</p> <p>Include in new booking form</p>	
	<b>(b) Mitigation measures</b>	[1]	<p>Where 2 metre separation be tween 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. <b>Each activity needs to be consider its actions individually, following a suitable risk assessment.</b></p> <p><b>Ventilation:</b> where possible, doors and windows should be opened to improve ventilation in the Premises</p> <p><b>Face coverings:</b> 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's important to use face coverings properly and thoroughly wash hands before putting them on and taking them off. These provisions should continue on a non-mandatory basis.</p>	<p>To be considered by users in their risk assessments.</p> <p>Include in new booking conditions</p>	
	<b>(c) Queue management</b>	[1]2a	<p>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.</p> <p><b>Access to the toilets should be one person at a time. Queuing at a safe distance. While no longer mandatory, this is still good advice</b></p> <p><b>Separation between bookings.</b> 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. <b>Amend booking conditions to specify strict times for arriving at and leaving the facility, with at least 15 minutes between following groups.</b> 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..</p>	<p>Notice in lobby, changing doors, in booking conditions.</p> <p>To be managed by the booking secretary in conjunction with user groups.</p>	
			<p><b>Floor markings:</b> The most likely time for crowding is on entering/leaving the building. Consider 2 metre indicative markings outside the main doors.</p>	<p>Not needed, because there is plenty of room outside the building</p>	



Area of Risk	Measures to control the risk	Source	Evaluation/proposed action & notes	Action / Status	
			<b>Authority to gather data:</b> 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	
			<b>If you show symptoms after attending.</b> 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.	
<b>3</b>	<b>Infection through contact with hard surfaces</b>				
	<b>(a) Cleaning of surfaces</b>		<b>Regular cleaning:</b> Regular cleaning of the Pavilion is carried out once per week during term times. It is impractical to have the facility professionally cleaned between each use. The established procedure where users are responsible for the safety of their booked group and expedited to wipe down surfaces will continue. <b>Hirer responsibilities:</b> Those hiring the pavilion must take some responsibility for the safety of participants in their own activity and of others by <b>cleaning of surfaces that are touched frequently, including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces, before and after using the facility.</b> Ordinary domestic products can be used. <b>Cleaning Materials:</b> 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>	Cleaning regime with our contracted cleaner and continues at once per week during term times.	
		[1]2b	<b>Disposal of rubbish:</b> Users are expected to take their rubbish home with them wherever possible.	Include in booking conditions (this may be modified if we obtain a commercial waste bin on site)	
			<b>On entering and leaving the building everyone should wash their hands thoroughly or use hand sanitiser.</b>	Sanitiser is available throughout the building	
	<b>(b) Personal Cleanliness</b>	[1]2c	Everyone should <b>avoid touching their face</b> 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.	
	<b>(c) Provision of cleansing materials</b>	[1],[2]	Following the government and ACRE guidance, the provision of cleansing materials will be updated as follows: <b>Sanitiser</b> will be provided in wall-mounted dispensers: two in the main lobby entrance, two in the changing room entrance, one in the kitchen. Hard soap has so far been provided in toilets/changing areas. For the future, <b>liquid soap</b> 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 Provide equipment/materials as detailed	

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		[1]2b	<p><b>Air hand dryers</b> 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.</p>	Provide equipment/materials as detailed	
			<p>A small, covered <b>waste bin</b> 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.</p>	Waste bin to be provided in kitchen	
			<p>Increased supplies of <b>regular cleaning materials</b>, 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 <b>sanitary wipes</b>.</p>	Extra cleaning materials provided	
	<b>(d) Keeping a tidy environment</b>		<p>All non-essential equipment should be cleaned and locked away to facilitate a clean environment, with <b>particular attention to the kitchen and changing room area</b>. This includes kitchen drying towels and items of clothing or other personal equipment in the changing area.</p>	A major clean-up of the football facilities has been carried out over the summer. Teams will be asked to keep the area clutter-free and to leave in a clean a condition as they found it - include in booking conditions.	
<b>4</b>	<b>Protection of cleaners, volunteers and contractors</b>				
	<b>(a) Regular cleaning</b>		<p>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.</p>	Regular cleaning will re-commence in September.	
	<b>(b) Volunteers</b>		<p>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.</p>	Action as needed	
	<b>(c) Contractors</b>		<p>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.</p>	Action as detailed	
<b>5</b>	<b>Signs and notices etc</b>		<p>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.</p>	Existing signage will remain in place as appropriate	







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	<b>See Section 1(a) - repeated here</b>		<b>Changing rooms:</b> 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. <b>Starting September 2021, use of the changing rooms will be permitted at the discretion of the football clubs and subject to prevailing guidance from Government and the FA.</b> The Official's Room may also be used, again at discretion of the playing teams.	Us permitted at the discretion of the playing clubs in accord with their own RA - include in booking conditions..	
	<b>Phased resumption of football activities (historical information)</b>		<b>Outdoor training</b> 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. To facilitate <b>friendly games</b> during August, the toilets have been 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. The <b>changing rooms/showers</b> remain closed until the facility reopens, expected 1st September	Special booking conditions put in place for summer activities  Booking conditions for August have been prepared and agreed with HUFC.  Booking conditions to reflect the prevailing government guidance.	
<b>10</b>	<b>Status of regular Community Room activities</b>				
	<b>Compatibility of activities</b>		Not all activities will be able to resume in their former format.		
	<b>Booking Procedures</b>		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	TO BE UPDATED
	<b>Social distancing requirements limit occupancy.</b>		Not all activities will be able to resume in their former format. Subject of risk assessment by activity organisers.		
	<b>An updated Hiring Form is required.</b>	[2]	ACRE Appendix E	Prepared, based on ACRE guidance and our situation.	TO BE UPDATED
	<b>Review booking requests with event/class organisers</b>		Consider each activity separately. Require risk assessment by organisers and set conditions as appropriate.	Discussions are being held with regular users.	TO BE UPDATED
	<b>Provisional review of activities</b>		This is a changing situation - all depends on risk assessment		
		[1]	Expected to restart in September 2021		
	Choir	[2]App K	Started June 2021		
	Pilates	[2]App K	Started June 2021		
	Yoga	[2]App K	Started June 2021		
	Table Tennis	[2]App K	Started May 2021		
	Gardening Club	[1]	Irregular, expected September 2021		
	Art Group		Irregular, started June 2021		
	Meetings, e.g. Parish Council		Started July 2021		
	Children's Parties	[1]2f	Casual bookings have not been accepted during restrictions. Bookings started again from August 2021, but available slots reduced because of increased football activity.		

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