

GUIDANCE FOR COMMUNITY ORGANISATIONS MANAGING OR USING COMMUNITY BUILDINGS



www.rotherham.gov.uk/coronavirus

GUIDANCE FOR COMMUNITY ORGANISATIONS MANAGING OR USING COMMUNITY BUILDINGS

Getting Prepared

As Rotherham begins to reopen, it is important that everyone in our communities is safe from COVID-19. This guide offers community organisations a range of practical advice to help you reopen or use your community buildings safely, and within the Government's coronavirus guidelines.

Why do I need a risk assessment?

All organisations who are reopening or using community buildings must complete a risk assessment and record the COVID secure measures they are introducing, otherwise you will not be able to reopen your building or restart your activities.

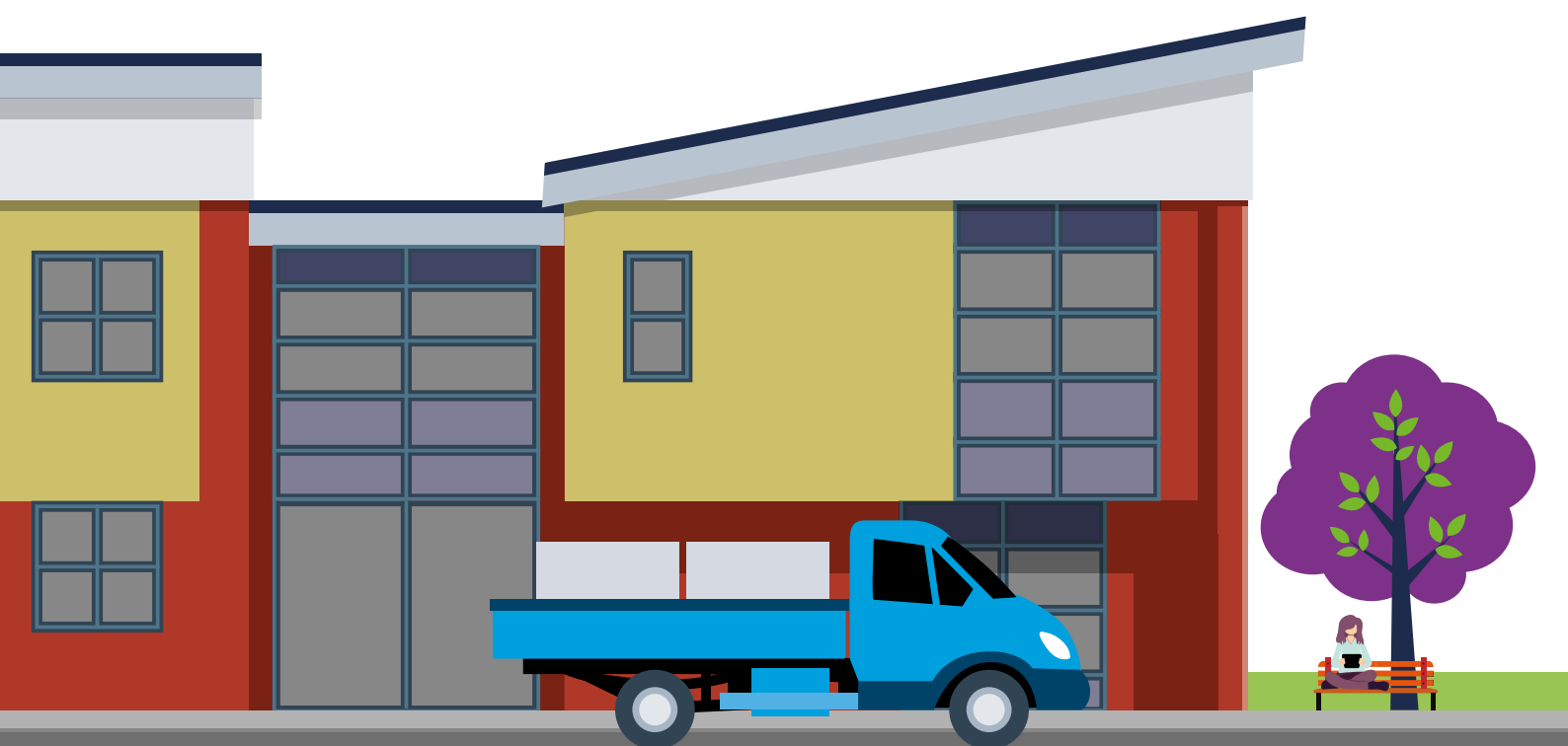
The Role of the Council

The Council is responsible for producing and maintaining the Risk Assessments for the buildings in which it manages the tenancies/users. Council community buildings that are let in their entirety to community organisations and those that are owned/managed by community organisations need to produce their own risk assessments and a copy must be available on request.

What do I need to include on my risk assessment?

Your risk assessment should include information on:

- **Entrances and exits** – how people are going to enter and exit your premises safely, if there are one-way systems in place, etc
- **Social distancing** – how will social distancing be adhered to especially in high traffic areas, etc
- **Hygiene stations** – will hand sanitising stations be available, are there hand washing facilities on site, etc
- **PPE** – will staff/volunteers need to wear PPE, what sort of PPE is required, etc
- **Cleaning** – how often cleaning of surfaces will happen, who will clean, etc



Easy checklist for a COVID-secure community venue

- ✓ Measures must be put in place to manage the risk of COVID-19
- ✓ In addition to a current risk assessment, complete a COVID-19 Risk Assessment which is in line with HSE guidance
- ✓ Display venue QR Code and provide a paper or electronic track and trace record
- ✓ Keep all doors open (excluding fire doors) to limit touch points
- ✓ Open windows or use air conditioning to increase air flow
- ✓ Increase routine cleaning schedule of all areas, especially busy areas
- ✓ Ensure all equipment is cleaned after every group activity
- ✓ Provide hand sanitiser at all entrance, exit and toilet points
- ✓ Ensure all chairs and tables are two metres apart
- ✓ Display signs to encourage best practice behaviours, e.g.:
 - o Floor stickers/markers for two-metre distancing in areas where queues are likely
 - o Face coverings must be worn signs at entrances
 - o Maintain two-metre social distancing in rooms
 - o Wash hands regularly for 20 seconds in food preparation or toilet facilities
- ✓ Where possible, create one-way systems through the venue with separate entrance and exit points
- ✓ If practicable you may wish to consider
 - o taking the temperature of group members or users as they enter the buildings
 - o asking group members or users to take a quick Lateral Flow Test (LFT)
- ✓ Provide correct PPE (e.g. face coverings, visors, etc) for all staff and volunteers. Ensure face coverings are worn by members, unless they are exempt
- ✓ Make sure you update all your staff, volunteers and customers on the new COVID measures in place. Training support is available for staff.

Air Conditioning

Please check that your air conditioning unit draws in fresh air from outside. Further HSE advice on ventilation and air conditioning can be found at [Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#).

Please **CLICK HERE** for more information.

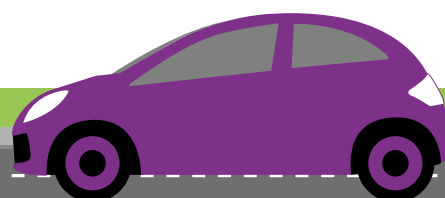


Track and Trace

You will also need to set up a Track and Trace system with customer's contact details so that if you are made aware of a positive test, you can alert other customers who may have been in contact with the positive case. Display a NHS Track and Trace QR Code Poster for customers to scan using their smart phone. You can create your own at: www.gov.uk/create-coronavirus-qr-poster

Or you can establish your own process by either by asking people to sign in when they arrive or by having a booking form.

Don't forget to log which staff or volunteers also attended!



KEY POINTS TO CONSIDER - COVID-19 RISK ASSESSMENT

SOCIAL DISTANCING

HSE offers advice about social distancing in the workplace. It is really important that people using the community building follow the social distancing rules so that you can reduce the risk of spreading the virus.

Things to consider:

- **Common areas**

- o This can include bathrooms, kitchens, receptions, and canteens
- o These areas are usually the busiest areas and can be where the virus is spread easily
- o Think about: regular cleaning, signage, limiting the number of people using a space at one time

- **Workstations**

- o This can be rooms used by your community group or equipment such as computers or music players
- o These areas are where your community groups may do activities, but they can also mean cars if you bring equipment to use
- o Think about: ventilation, cleaning, space between people, face coverings

- **Entering and leaving**

- o How people enter and leave your community group whether you own the building or if you rent out a space in a community hall
- o Think about: staggering group activities, meeting and greeting, one-way systems, using other entrances and exits where possible, if there are any barriers or turn-styles

- **Moving around the building**

- o How people may use the other facilities where your community group takes place, e.g. how they access toilets
- o Think about: one-way systems, how you will clean doorways, lifts and staircases, how to avoid congestion in busier areas

- **Using vehicles**

- o How you and others use vehicles and car parking areas
- o Think about: discouraging car sharing for people who do not live together, collecting equipment or making deliveries using vehicles

Find more advice and guidance at
www.hse.gov.uk/coronavirus/social-distancing/index.htm



KEY POINTS TO CONSIDER - COVID-19 RISK ASSESSMENT

HYGIENE

To limit the spread of COVID-19, the space you are using will need to be cleaned regularly, especially if you are running multiple activity sessions with different people. If you rent out a space for your community group, you may want to ask the owner of the space what they have put in place to mitigate these risks.

Things to consider:

- **Handwashing and using hand sanitiser**

- o You will need to provide handwashing facilities onsite. This could be in the toilet facilities or in a dedicated space. You can also provide hand sanitising stations in addition to handwashing facilities.
- o Think about: where are these facilities situated? How often will they be cleaned and the soap/hand sanitiser supplies checked? How will you encourage people to regularly wash their hands?

- **Cleaning the workplace**

- o You will need to increase how often and how thoroughly you clean the spaces your community group uses, making sure surfaces that are not normally cleaned are cleaned regularly.
- o Think about: what surfaces are regularly touched, e.g. doors, tables, buttons for lifts, computers, etc. How often will these surfaces be cleaned, e.g. hourly, daily, after each activity? Can you reduce the amount of things people will touch, e.g. can non-fire doors be left open? What cleaning products are you planning to use and who will provide them?

- **Toilet facilities**

- o With more people washing their hands, you will need to assess how often the toilet and wash basin facilities are cleaned to avoid infection spreading.
- o Think about: what soap will be available? How will they dry their hands? How often will the supplied be replenished? What surfaces will need to be cleaned regularly, e.g. door handles, cubicle locks, etc.

- **Cleaning staff**

- o Some organisations may have full-time cleaning teams while smaller organisations have fewer cleaning staff. Other workers can also play a part.
- o Think about: what PPE cleaning staff require and how they don and doff their PPE. Who is responsible for what? Are there rotas involved?



KEY POINTS TO CONSIDER - COVID-19 RISK ASSESSMENT

PERSONAL PROTECTIVE EQUIPMENT (PPE)

When running a community group, you will need to wear a face covering as per Government guidance. Depending on what sort of community group you are running, and the activities you are doing, you may require other PPE.

Things to consider:

- **Visitors**
 - o Are visitors aware that they are required to wear a face covering (unless they are exempt)? Are signs in place?
- **Staff running activities and cleaning staff**
 - o What PPE will they require? How often will they change their PPE? Do they need donning and doffing training?
- **Reception staff**
 - o Are screens in place to protect them? Do they require visors or gloves to work?
- **Who will supply the PPE?**
 - o Is this something that an individual will be responsible for? Is this something being supplied by a third party, e.g. who you rent the space from? Where will PPE be stored? Who is responsible for restocking supplies?

Health and Safety Executive (HSE)

You can download risk assessment templates from the HSE website. There is also guidance on what you need to include on your risk assessments, tips, and extra information on key areas you may need.

There is dedicated Coronavirus support available through HSE. Simply go to www.hse.gov.uk/coronavirus/index.htm

Using PPE

Training videos for PPE 'Donning and Doffing' training are available.

Please **CLICK HERE** for more information.



FURTHER SUPPORT AND ADVICE

The Council and the Voluntary Sector can support you if you have any questions about reopening your building and activity and completing your risk assessment, as well as providing advice and support on things such as the well-being of your staff and volunteers, funding issues or the general development of your organisation.

Council's Neighbourhoods team

www.rotherham.gov.uk/neighbourhoods

Email: neighbourhoods@rotherham.gov.uk

Voluntary Action Rotherham (VAR)

www.varotherham.org.uk/

Email: triage@varotherham.org.uk

Rotherfed

About Us - Rotherham Federation

www.rotherhamfederation.org/

Email: team@rema-online.org.uk

Email: info@rotherfed.org

Rotherham Ethnic Minority Alliance (REMA)

REMA | Embracing Equality
– Celebrating Diversity

www.rema-online.org.uk/

Email: team@rema-online.org.uk



USEFUL LINKS

Latest Government Guidance

Follow the latest Government guidance and local restrictions via the Government website Covid-19:

www.gov.uk/coronavirus

Health & Safety Executive

HSE guidance on making your workplace COVID-secure gives an overview of the steps organisers can take to protect people in the workplace. Covid-19 risk assessments to download can be found here

www.hse.gov.uk/coronavirus

Safe use of multi-purpose community facilities

<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>

Rotherham Council

Information and advice about Coronavirus and the services available can be found on the Rotherham Council website.

www.rotherham.gov.uk/coronavirus

Rotherham Community Hub

Offers support for individuals during the pandemic.

Find out more at www.rotherham.gov.uk/coronavirus

