

# GUIDANCE FOR COMMUNITY ORGANISATIONS MANAGING OR USING COMMUNITY BUILDINGS



[www.rotherham.gov.uk/coronavirus](http://www.rotherham.gov.uk/coronavirus)

# GUIDANCE FOR COMMUNITY ORGANISATIONS MANAGING OR USING COMMUNITY BUILDINGS

## Getting Prepared

Step 4 of the COVID restrictions easing has changed the way we are living with COVID-19. The guidelines have changed slightly to allow more organisations and people to get back to normal, however it is important that we do not forget that COVID-19 is still here. We still need to limit the risks of spreading the virus, especially when we are going about our daily routine.

## 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.

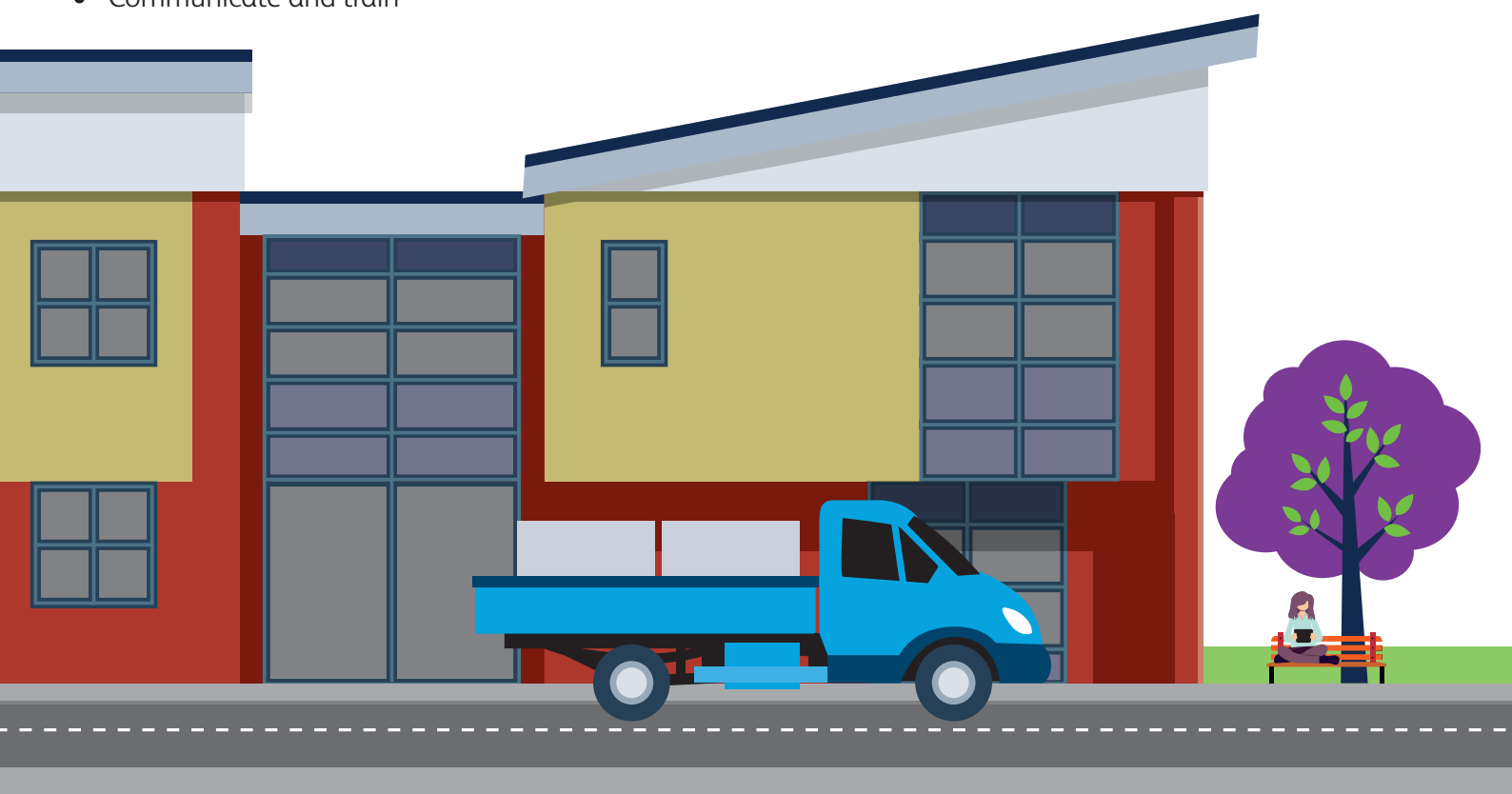
## The Role of the Council

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 should I do to help protect staff and customers?

**There are six priorities you need to think about when reopening your building. These are:**

- Complete a health and safety risk assessment that includes the risk from COVID-19
- Provide adequate ventilation
- Clean more often
- Turn away people with COVID-19 symptoms
- Enable people to check in to the venue
- Communicate and train



## 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 encourage people to check in
- ✓ 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
- ✓ Display signs to encourage best practice behaviours, e.g.:
  - o Floor stickers/markers for distancing in areas where queues are likely
  - o Face coverings are encouraged signs at entrances
  - 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.
- ✓ Make sure you update all your staff, volunteers and customers on the new COVID measures in place. Training support is available for staff.

### Social Distancing

Government guidance around social distancing has changed, however, you may wish to keep to the social distancing guides in your building to reduce the risk of COVID-19 spreading.

Please **CLICK HERE**  
for more information.

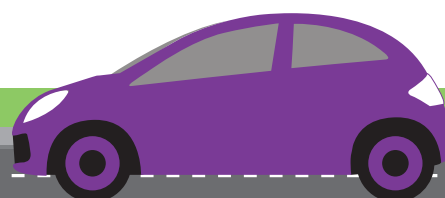


### Track and Trace

You are no longer legally required to log who is using your building or attending events via a contact tracing form.

However, you may decide to 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](https://www.gov.uk/create-coronavirus-qr-poster).

It is still recommended that you track which volunteers and members of staff are working just in case there is a case of COVID-19. This will allow them to get a test and self-isolate if they need to.



# KEY POINTS TO CONSIDER - COVID-19 RISK ASSESSMENT

## VENTILATION

### Things to consider:

- **What sort of ventilation is available?**
  - o Natural ventilation is fresh air that comes through open windows or doors.
  - o Mechanical ventilation is from air conditioning.
- **Are there any areas that are poorly ventilated?**
  - o Check corridors, restrooms, and rooms without windows to see if there is an airflow available
  - o You can also use a Carbon Monoxide detector to find spots where ventilation is not good
- **How can you improve ventilation?**
  - o Could you keep doors or windows open?
  - o Can fans be used to ensure the air flows?
- **Are you working in enclosed areas which are at higher risk of transmission?**
  - o Small areas such as store cupboards, toilets and rooms without windows are most at risk. How can you reduce the risk in these areas?
  - o Are groups of people capped at a certain number depending on room size?

Further information is available at HSE

[www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm](http://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/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**

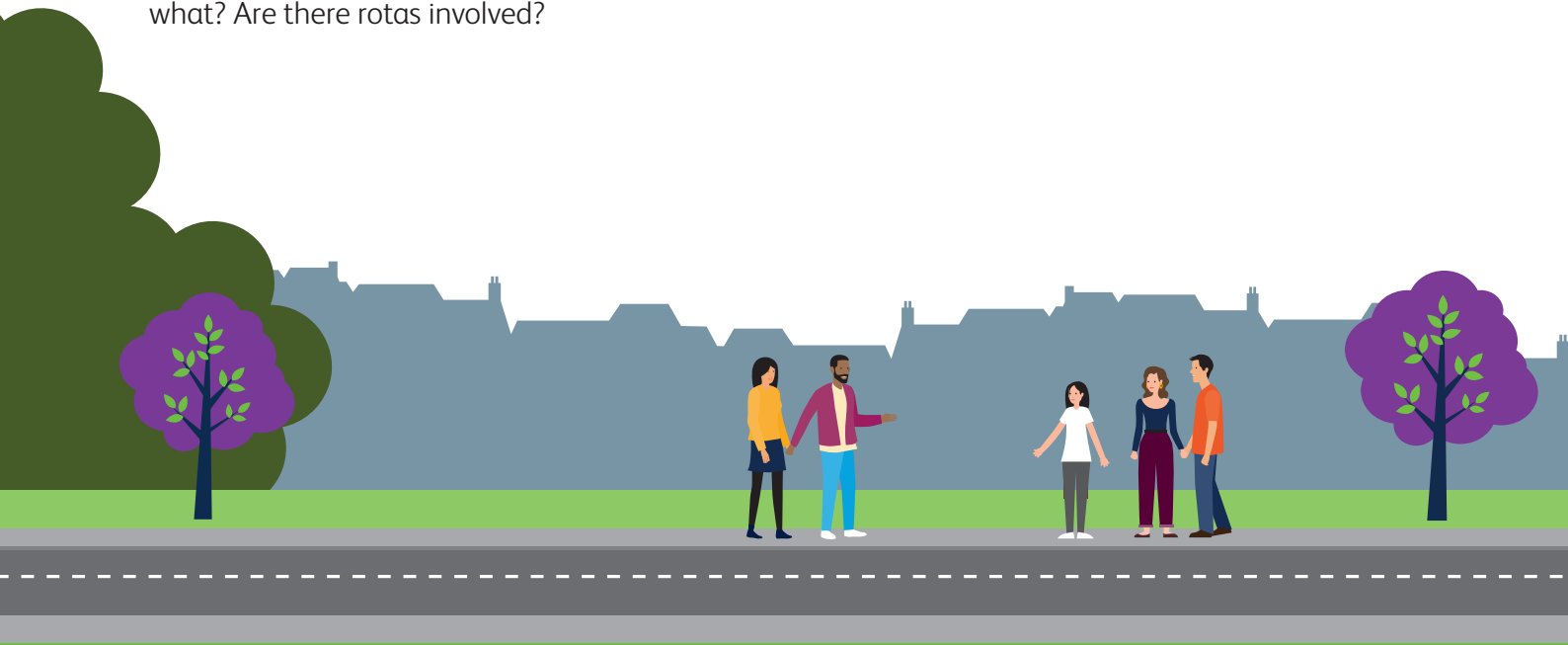
- o You will need to increase how often and how thoroughly you clean the spaces your community group uses, making sure surfaces that are not normally cleaned are cleaned regularly.
- o Think about: what surfaces are regularly touched, e.g. doors, tables, buttons for lifts, computers, etc. How often will 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)

The Government guidance on face coverings has changed and people using indoor and outdoor public spaces are no longer required to wear a face covering by law, however, it is still recommended that people wear face coverings when indoors to help stop the spread of COVID-19.

### Things to consider:

- **Visitors**
  - o Are you encouraging visitors to wear a face covering? 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](http://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](http://www.rotherham.gov.uk/neighbourhoods)

Email: [neighbourhoods@rotherham.gov.uk](mailto:neighbourhoods@rotherham.gov.uk)

## Voluntary Action Rotherham (VAR)

[www.varotherham.org.uk/](http://www.varotherham.org.uk/)

Email: [triage@varotherham.org.uk](mailto:triage@varotherham.org.uk)

## Rotherfed

About Us - Rotherham Federation

[www.rotherhamfederation.org/](http://www.rotherhamfederation.org/)

Email: [team@rema-online.org.uk](mailto:team@rema-online.org.uk)

Email: [info@rotherfed.org](mailto:info@rotherfed.org)

## Rotherham Ethnic Minority Alliance (REMA)

REMA | Embracing Equality  
– Celebrating Diversity

[www.rema-online.org.uk/](http://www.rema-online.org.uk/)

Email: [team@rema-online.org.uk](mailto: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](http://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/coronavirus](http://www.hse.gov/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](http://www.rotherham.gov.uk/coronavirus)

## Rotherham Community Hub

Offers support for individuals during the pandemic.

Find out more at [www.rotherham.gov.uk/coronavirus](http://www.rotherham.gov.uk/coronavirus)

