

## COVID-19 Risk Assessment

<b>Company name:</b>	<b>The John Godber Centre</b>		
<b>Assessment carried out by:</b>	<b>Kim Pears</b>		
<b>Date of next review:</b>	<b>21/6/21</b>	<b>Last review:</b>	<b>17/5/21</b>
<b>Date assessment was carried out:</b>	<b>08 July 2020</b>		

### Introduction:

The John Godber Centre is a multi-use community venue in Hucknall, Nottingham. The Centre was built in 1906 and opened in 1907. It is currently owned by the Ecclesiastical PCC of Hucknall Torkard and its operations are overseen by an Operating Board with a full time manager to manage the day to day operations with 3 part time duty managers and 2 cleaning support staff (+1 vacant post)

The Centre has a larger Main Hall to the first floor (accessible directly from the rear public carpark, owned and managed by St Mary Magdalene Church) or via reception. Attached to the room is Ben's Bar and there is also a catering kitchen, jumble storage room and dressing rooms to this floor. On the lower floor, accessible by the main front entrance and reception area are 2 offices for Church and Centre personnel, an activity room for a Preschool (Kempe) a small meeting room (Coates) from the main corridor accessible from reception there are 4 rooms (Byron, Bailey, Lovelace and Bens Bar) a staircase leads to the first floor (Portland)

Each floor has its own set of toilets.

The venue is used for celebrations, community groups, business classes, meetings and Church activities.

This risk assessment for COVID-19 has been written by Kim Pears and shared with members of the team and Operating Board and customer consultations – they have added suggestions throughout to create a shared plan that limits the risk of transmission from the virus. The Government's guidance for [multipurpose community venues](#) has been used alongside information from ACRE (Action with Communities in Rural England) and Church of England's guidance (as the Church Hall) Guidance for other industries (hospitality, visitor and heritage sites, offices and workplaces) have also been reviewed.

It is a living document and will be formally reviewed monthly or as and when further risks are identified or government guidance changes – the change log on page 2 will be used as a record of review and items amended.

Covid-19 is a new illness that can affect your lungs and airways, it is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This risk assessment is prepared to reduce the risks of spreading virus in the workplace for Centre Staff and Hirers, their Users and visitors in the John Godber Centre as a community venue.

COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus (COVID-19) and fortunately, normal cleaning methods do kill this virus.

The John Godber Centre is hired by many groups and businesses. Hire is for a specified time and room only. Equipment can be hired – AV, refreshments etc. and some groups have items stored in the venue which are their own responsibility.

The Centre closed on the 20<sup>th</sup> March 2020 and reopened on the 1<sup>st</sup> June for the Tiny Tots Preschool to resume preschool activity. The venue had regular checks during closure including water systems being flushed throughout the building on a weekly basis. During June and July 2020 deep cleans have been taking place. The Centre has remained open for the Tiny Tots Preschool through subsequent lockdowns so maintenance and cleaning has continued regularly.

Each room is cleaned prior to hire and to be ready for opening for one group with public access from the 10<sup>th</sup> July 2020 as part of phase one of opening deep cleans have taken place to the ground floor public areas and Byron from the start of July. The second phase of reopening during August 2020 when two community groups, church meetings and three further business groups return.

The Centre reopened more widely from the start of September 2020 with more groups returning. Currently the Centre is only open (when permitted) for groups and their invited visitors, the Centre doors will be closed to the wider public to minimise the risk of transmission through unknown visitors during the first phases of reopening. The licensed bars remain closed at the present time in the venue due to guidance for social gatherings not to go ahead. St Marys Trading Company who hold the premise licence and operate the bars will prepare a separate risk assessment (which will be incorporated into the wider John Godber Centre risk assessment) when they reopen the bars for functions and events, there is no confirmed date when events will resume in the John Godber Centre but plans have been made for smaller wedding receptions (when permitted)

## COVID-19 Risk Assessment Change Log

Item	Change	Date	By Whom?
1.0	Document creation	08 July 2020	Kim Pears
2.0	Risk assessment shared with Operating Board and Staff for feedback.	08 July 2020	Kim Pears
3.0	Updated with points : COVID Emergency First Aid Box located in upstairs Dressing Room Toilet location updated may change to unisex and users asked to wait in reception or rooms if toilet area are busy Fire or Accident section added Recommended layout information added to hirer section	15 July 2020	Kim Pears
4.0	Updated with points : Face coverings based on Government Guidance that coverings are now mandatory in shops but not venues like John Godber Centre (community venues) where distance measures are already in place. Advice that mask wearing is supported by staff and visitors and safety measures promoted for those who do.  Appendix updated with activities that can resume	24 July 2020	Kim Pears
5.0	Risk assessment reviewed	01 August 2020	Kim Pears

	<p>Next phase of opening information updated in introduction</p> <p>Updated appendix with activities that can resume following changes announced 31<sup>st</sup> July re paused activities for at least two weeks (wedding receptions)</p> <p>Updated guidance on Face coverings – mandatory from the 8<sup>th</sup> August</p> <p>Updated room measurements for Hirers added</p> <p>Public corridor section updated – travel space only, fire doors not to propped open</p> <p>Reception area confirmed screen installation in phase 3, update on cleaning measures and sanitiser</p> <p>Section added to confirm what to do if a case of Covid in the venue</p> <p>To aid hirers actions recommended/required by hirers are highlighted <b>hirers</b> in blue</p> <p><i>Updated assessment sent to all hirers and to be added to the website with link posted on media pages.</i></p>		
6.0	Updated advice for business and wedding hirers regarding test and trace registration	07 August 2020	Kim Pears
7.0	<p>Updated appendix with activities that can resume following changes announced from the 15<sup>th</sup> August (sit down wedding receptions permitted and non-professional singing)</p> <p>Government Guidance now received for wedding receptions, as this is private not an organisation or business new section added to risk assessment</p> <p>Updated advice for business and wedding hirers regarding test and trace registration – new app recommended (Trusted Trace) link updated in risk assessment for both business and wedding hirers to use</p>	15 August 2020	Kim Pears

	<p>Face coverings advice updated as to when a covering can be removed in the venue (applies to wedding receptions which can now take place)</p> <p>Next phase of opening information updated in introduction (weddings from 15.8.20)</p>		
8.0	<p>Face covering guidance updated to add reasons can remove covering</p> <ul style="list-style-type: none"> <li>• if you are undertaking exercise or an activity and it would negatively impact your ability to do so</li> <li>• not required during out-of-school provision as children and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.</li> </ul> <p>Confirmed Different layouts and activities will offer different capacities (the maximum capacity number provided should not be used without planning)</p> <p>Advance booking is recommended to hirers but we understand this isn't always possible but larger events should do this where possible, and hirers should consider how will deal with excess visitors.</p> <p><b>Appendix B updated with notes for staff reference -</b></p> <p><i>Out of hour's groups - Maximum of 15 if appropriate distance measures in place and planned for minimum mixing of children. (may have two separate groups of 15)</i></p> <p><i>Energetic exercise are subject to ventilation considerations.</i></p> <p>"We're Good to Go" certificate inserted, accredited August 2020 by Visit England.</p>	22 August 2020	Kim Pears

9.0	Community Hire paused in line with the new rule of six until clarity for community hire. Business hire or activities where the John Godber Centre is hirers place of work. Childcare, education or training, children’s activities or those providing organised sport or exercise classes may continue. Appendix updated	14 September 2020	Kim Pears
10.0	Information relating to school bubbles and isolation requirements sent to hirers.	17 September 2020	Kim Pears
11.0	<p>Requirement for venue to provide a QR code for venue added. Posters in all public areas and hirers advised to still maintain their test and trace systems. The venue QR is an optional addition for public using the NHS app and hirers asked not to replace current risk assessment measures with this for best practice and to ensure inclusive to all.</p> <p>Indoor team sports now limited to 6 people “non-disabled people aged 18 and over will need to adhere to the ‘rule of six’ if they’re playing team sports indoors – this means playing in a group of no more than six people” Appendix updated.</p> <p>SMT service updated – table service only and staff to wear face covering at all times</p> <p>Socialising before and after sessions noted classes to end and hirers ensure customers leave at the end of class to avoid socialising between students/members and breaking the rule of 6 which is now law.</p>	24 September 2020	Kim Pears
12.0	<p>Wedding Reception guidance updated, numbers reduced to 15 (exc working suppliers) and first dance now permitted</p> <p>Staff encouraged to wear face covering in all public areas and when outside of the office or cleaning rooms where no public. Not due to increased risk but in line with shops and hospitality staff, indoor settings not mandatory at present but to encourage public to wear them.</p>	28 September 2020	Kim Pears

13.0	Full risk assessment review	01 October 2020	Kim Pears
14.0	<p>Nottinghamshire move to very high alert tier 3+</p> <p>Permitted activities (confirmed with Ashfield District Council 29/10/20) updated :</p> <ul style="list-style-type: none"> <li>• Childcare (Preschool and Education activities)</li> <li>• Children’s and under 18s activities</li> <li>• Support Groups (including weight management groups)</li> <li>• Business activities (such as meetings and training where face to face is required and virtual alternative is not possible)</li> </ul> <p>Exercise and Fitness classes may continue in the venue however we reiterate the Government and Councils advice for Nottinghamshire that - <b>It is strongly advised that indoor group exercise classes (including dance for over 18s and fitness classes) should not take place.</b></p> <p>Change to how users enter and leave sessions during tier 3+ to support no mixing or social interaction with other households indoors - hirers to collect waiting users at the door and visitors to enter one by one and go to a seat, spot, mat or area in the room. When leaving hirers to disperse users one by one to ensure leave separately and immediately and do not mix with others after the session.</p>	30 October 2020	Kim Pears
15.0	National Restrictions 5 <sup>th</sup> November to 2 <sup>nd</sup> December	05 November 2020	Kim Pears

	<p>Permitted activities appendix A changed - The law has been updated for the above period of National Restrictions and the list of permitted activities during this time has been amended - <a href="https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi_20201200_en.pdf">https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi_20201200_en.pdf</a></p> <p>Appendix B amended for the tier 3 restrictions likely to return to 3<sup>rd</sup> December</p> <p>Appendix C for wedding receptions if permitted (currently not permitted under national or tier 3 restrictions)</p>		
16.0	<p>Return to tier restrictions 02 12 20. Nottinghamshire in tier 3 permitting following activities to reopen in the Centre:</p> <ul style="list-style-type: none"> <li>• Childcare (Preschool and Education activities)</li> <li>• Children’s and under 18s activities</li> <li>• Support Groups (including weight management groups)</li> <li>• Covid Secure Business activities</li> <li>• Worship activities</li> </ul> <p>In Tier 3 exercise and dance classes for 18+ are not permitted so these activities will remain paused until we return to tier 2. Weight groups have changed to an express retail model so sessions reduced to 15 minutes.</p> <p>Review due 16/12/20 for implementation from 19/12/20 and 30/12/20 for implementation 02/1/21. Due to Christmas closures no further changes will be made until return in January.</p> <p>Community and social activities continue to remain paused along with celebration events (and our bars continue to remain closed – which have to in tier 3, tier 2 only if serve substantial meals)</p>	02 01 20	Kim Pears



	<p>Appendix A removed (national restrictions and law 05.11.20-02.12.20) Appendix B changed to A - Permitted activities and updated to reflect the above.</p> <p>Appendix C now B for wedding receptions (when permitted)</p>		
17.0	<p>New Government Wedding Guidance reviewed and Appendix B updated</p>	04 12 20	Kim Pears
18.0	<p>Nottinghamshire moved to Tier 4 Restrictions, the Centre closed to the public except for a number of exempt activities. Appendix A updated with full list of permitted activities in Tier 4, specifically for the Centre only the following will return 4<sup>th</sup> January 2021 - Childcare (Preschool and Education activities)</p> <p>Review due 13/1/20 likely for implementation from 16/1/21.</p> <p>All other activities paused in line with government guidance.</p>	31 12 20	Kim Pears
19.0	<p>National Lockdown 5<sup>th</sup> January to 22<sup>nd</sup> February (at earliest) Community centres and halls must close except for a limited number of exempt activities during the National Lockdown and employees to work from home wherever possible.</p> <p>In order to support community, the building would open where needed, for existing hirers and permitted activities for education and public services including:</p> <ul style="list-style-type: none"> <li>• Tiny Tots Preschool</li> <li>• 1 to 1 Education tuition of key workers/vulnerable secondary students</li> <li>• Hosting blood donation sessions</li> </ul> <p>Where necessary in order to open, close and clean the building for essential services, (childcare, education and public services) only two staff members will be onsite in line with our lone working policies, as this work cannot be done from home. All other work</p>	05 01 21	Kim Pears

	<p>(outside of these hours), meetings and tasks will be completed from home, virtually or paused until after National Lockdown.</p> <p>Permitted activities appendix A changed to outline above changes in line with National Lockdown, previous notes removed</p> <p>Appendix B for wedding receptions remains in document if permitted (currently not permitted under national lockdown or tier 4 restrictions)</p>		
20.0	<p>Following National Lockdown a Government Roadmap will be in place from 8/3/21. Community venues can reopen from 12/4/21 for a small number of permitted activities*. In line with the original out of schools guidance the John Godber Centre will reopen from the 19/4/21, until this date only childcare/public services will be able to operate as per National Lockdown.</p> <ul style="list-style-type: none"> <li>• Childcare (Preschool and Education activities)</li> <li>• Parent and child groups (up to 15 people, not counting under 5s)</li> <li>• Supervised Children’s (under 18s) activities</li> <li>• Support Groups (specified organisations)</li> <li>• Public services</li> <li>• Worship activities</li> </ul> <p>*The reopening of business guidance includes this line “In all the venues above, indoor events that bring people together - even if they do not mix with other households - must not run until Step 3. This is only permitted if there is an explicit exemption - this includes support groups, supervised activities for children, parent-and-child groups (up to 15 people, not counting those aged under five), communal worship, or a wedding, reception or commemorative event” “Unless a specific exemption exists, these must only be attended/used in line with the wider social contact limits at this stage - as a single household or bubble indoors”</p>	12/4/21	Kim Pears

	<p>From the 17<sup>th</sup> May indoor venues are able to reopen and exercise/fitness classes for 18+ will be able to resume and other business activities in step 3.</p> <p>From 21<sup>st</sup> June it is the Governments hope that restrictions on social contact should end and social activities, parties and events will be able to resume again.</p> <p>Each step will be confirmed and reviewed 7 days prior to implementation.</p> <p>Appendix A - Permitted activities updated to reflect the above. Appendix B wedding receptions updated with permitted dates and guest numbers.</p> <p>Multi venue guidance updated on the 12<sup>th</sup> April and no changes have been necessary to how the Centre was operating prior to lockdown 3.</p>		
21.0	<p>From the 17<sup>th</sup> May indoor venues are able to reopen and exercise/fitness classes for 18+ will be able to resume and other business activities in step 3. Some community activities can resume in Step 3.</p> <p>Appendix A - Permitted activities updated to reflect the above and notes on singing. Appendix B wedding receptions updated with permitted details and guest numbers for step 3. (page 45-46)</p> <p>Multi venue guidance updated on the 17<sup>th</sup> May and no changes have been necessary to how the Centre was operating in previous stages however some advice has been updated -</p> <p>Advice for Clinically extremely vulnerable attendees and their group leaders updated (extra care and inform leaders) (page 24)</p>		

	Refreshments advice updated (remain seated, own items and no sharing of communal items) (page 31)  Advice regarding vaccinations and testing in staff section added (page 36)		
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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<b>Customer Activities</b>					
<p><b>Entrance and Exit Points</b> Catching or Transmitting the virus at the entrance to the venue</p> <ul style="list-style-type: none"> <li>- Poor hygiene transmitting virus on contact points such as door handles and push pads</li> <li>- Social distance not observed or maintained</li> </ul>	<p><b>Staff, Customers, Visitors and Contractors</b></p> <p>Multiple touch points and risk of transmission</p> <p>Customers entering the premises who are unwell and transmit virus to staff and other venue users</p>	<p>Where possible doors open limiting the need for visitors to touch surfaces (not fire doors)</p> <p>Provide hand sanitiser at entrances/exits with signage for all visitors and staff to use on arrival at the venue prior to touching any surfaces</p> <p>No one who is unwell should enter the building.</p>	<p>Maintain regular cleaning routine of door handles and touch pads. If automatic doors are locked customers may need to use the buzzer – sanitise station available in entrance foyer, checked is topped up regularly and frequent cleansing of keypad and exit buzzer.</p> <p>Before closing or when opening handles, clips and locks to be wiped down prior to locking up procedure.</p> <p>Hand sanitiser station with signage at entrance/exit both floors.</p> <p>Signage to highlight not to enter if unwell and follow Government Guidelines. Hirers should also include this advice to their users prior to sessions (letters, messages or media updates)</p>	<p>All Staff and visitors</p> <p>Staff</p> <p>Kim Pears/Adrian Sissons <b>Hirers</b></p>	<p>Daily</p> <p>Daily</p> <p>10<sup>th</sup> July</p>

<p>(current 2m or 1+ with mitigating measures in place) - Entering when unwell</p>	<p>Customers not aware of need to wear facemask</p> <p>Large numbers of visitors to pinch points arriving or departing the venue at once</p>	<p>Management of hire times to reduce number of visitors arriving or leaving at the same time by Centre Management. Work with hirers to encourage their users to arrive on time/staggered to reduce congestion in public areas. Hirers to adhere to hire times and advise in writing in advance any changes.</p> <p>Introduce no internal waiting outside of rooms to support reduced capacities and 1+ distance in corridor.</p>	<p>Signage to advise now a mandatory requirement to wear a Facemask in the venue. Hirers should also include this advice to their users prior to sessions (letters, messages or media updates)</p> <p>Pull up banner in main reception with A3 printed version in foyer and rear corridor to highlight key measures to all visitors on arrival. External signage initially and A3 posters to start.</p> <p>Communication to regular hirers to request users are made aware in advance of social distance, hygiene and current NHS/Government guidance in advance. Groups to consider the wet weather implications of no internal waiting areas in their plans. <i>Weekly plans check and daily monitoring of any changes to times or new bookings to ensure this is managed as new bookings made.</i></p> <p>Where necessary groups may be asked to use alternative entrances/exits and this could be a daily change as more groups return.</p>	<p>Kim Pears/Adrian Sissons <b>Hirers</b></p> <p>Kim Pears <b>Hirers</b></p> <p>Bookings staff</p> <p>Staff to monitor on a daily basis.</p>	<p>8<sup>th</sup> August</p> <p>Before return</p> <p>Prior to groups returning</p> <p>Weekly/daily</p> <p>Daily</p>
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			<p>Only hirers and users will be able to enter the venue. Persons waiting to collect venue users should adhere to social distancing at front of building or remain in their vehicle, access will not be possible into the building. No waiting or internal pick up or drop off points to reduce capacity in public areas and maintain social distance measures.</p> <p>Where not possible to access hired rooms directly on arrival no waiting will be possible inside the venue or in corridors. Hirers to collect their users from outside the venue and arrange external queue points or permit users to enter the room and be seated immediately on arrival.</p> <p>Collection of Centre users from the exit points at the end of sessions to reduce capacity in the venue and rooms. Waiting in the reception area or public areas will not be possible to maintain social distance.</p> <p>Advance booking for members, guests and users is recommended to hirers but we understand this isn't always possible but larger events should do this where</p>	<p>Hirers and visitors</p> <p>Hirers and users</p> <p>Hirers and users</p> <p>Hirers and users</p>	
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			<p>possible, and hirers should consider how they will deal with excess visitors in event capacity would be exceeded for their room.</p> <p>At the end of the session hirers should disperse their users one by one to avoid mingling and interaction with other households at the end of the session and that everyone leaves separately but immediately.</p>	<p>Hirers</p> <p>Hirers</p>	
<p><b>Public Corridors</b> Catching or Transmitting the virus moving around the venue</p> <ul style="list-style-type: none"> <li>- Poor hygiene transmitting virus on contact points such as door handles and push pads</li> <li>- Social distance not</li> </ul>	<p><b>Staff, Customers, Visitors and Contractors</b></p> <p>Multiple touch points and risk of transmission</p> <p>Enclosed space and distance may not be maintained</p> <p>Large numbers of visitors accessing at once</p>	<p>Provide hand sanitiser at the entrance and request all visitors sanitise on arrival at the venue and regular handwashing/ sanitising during sessions.</p> <p>One way system implemented in public corridors (keep left in direction of travel) and encourage distancing guidelines Prevent queuing or waiting in corridors to reduce congestion in enclosed spaces.</p> <p>Corridors are for traveling only to rooms and toilets. Any conversations need to happen within hired rooms that can provide social distancing or outside the building.</p>	<p>Maintain regular cleaning routine of door handles and touch pads during the day (doors cannot be propped open as they are fire doors)</p> <p>One-way directional system to improve flow of visitors around the venue. Due to the layout of the corridor and location of rooms on the ground floor there will be times people will pass each other, however corridor width is 1.4m and passing will be transitory and side by side. Government guidance indicates this contact is lower risk and it will be for hirers to try and avoid this risk if possible, particularly for older and medically vulnerable people (in particular</p>	<p>All Staff and visitors</p> <p>Hirers</p>	<p>From reopening, daily</p> <p>During sessions</p>



<p>observed or maintained</p>		<p>Management of hire times to limit queues and high numbers of visitors. Work with hirers to encourage user times to be staggered by intervals</p>	<p>cases hirers/volunteers could check corridors are clear and ask others to keep distance if they tried to pass) Signage highlighting one way direction system and maintain social distance.</p> <p>Only hirers and users will be permitted into the venue, non-users will need to wait outside the building to ease congestion and support social distance measures and maintain capacity numbers. Front doors will not be left unlocked during phase one and two to support this, phase 3 will require increased management monitoring.</p> <p>Hirers are asked to assist NHS Test and Trace by keeping a temporary record of who attends its groups/events for 21 days and to provide that data to NHS Test and Trace if needed. (This is now compulsory for people to provide information to help control outbreaks) Hirers details will be passed onto NHS by the John Godber Centre Management if requested and hirers must be able to pass on details of all users and visitors (i.e. collecting parents/adults/speakers who</p>	<p>Kim Pears/Adrian Sissons</p> <p>Hirers and staff</p> <p>Staff</p> <p>Hirers</p>	<p>10<sup>th</sup> July</p> <p>Daily</p> <p>Daily phase 3</p> <p>During sessions</p>
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			<p>entered the John Godber Centre by their invite) Hirers to update Centre with their current contact details. The John Godber Centre to sign in all Centre visitors who are non-group visitors.</p> <p>The venue have provided an NHS QR code in the entrances to the venue for those using the app but this is in addition to the hirers own methods and should not be a replacement method. <i>Posters printed</i></p> <p>Business and Events hirers must implement a pre-registration system or contact free registration process for delegates in line with government <a href="#">guidance</a> when hiring the John Godber Centre to support NHS test and trace and this should be included in their risk assessment and advice to users prior to attending the venue. In line with guidance for wedding receptions both wedding couples and business hirers are recommended to use the <a href="#">Trusted Trace app</a> or similar process The app offers a simple solution specifically designed for wedding venues and is recommended by the Meeting Industry Association. The app will allow</p>	<p><b>Hirers</b></p> <p>Staff</p> <p>Kim Pears</p> <p>Business and wedding <b>Hirers</b></p>	<p>Prior to return</p> <p>Daily</p> <p>24<sup>th</sup> September</p> <p>Ad hoc hire</p>
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			<p>the venue to maintain a list of attendees for 21 days and ensure they have guest and suppliers contact information and can contact after the event.</p> <p>Communication to regular hirers to request users are made aware in advance of social distance, hygiene and current NHS/Government guidance in advance.</p> <p>Hirers risk assessments to cover plans for access to spaces and Test and Trace and Face coverings guidance as below.</p> <p>Face covering Government Guidance from 31<sup>st</sup> July - For members of the public, from 8 August the places where you will have to wear a face covering will be expanded to include... community centres.</p> <p>Face coverings are now mandatory and fines for not wearing them are now £200.</p> <p>Face coverings do not replace social distancing. Even if a face covering is used, staff and users of the space should continue to wash hands regularly and</p>	<p>Kim Pears</p> <p>Hirers</p> <p>Hirers</p>	<p>During sessions</p>
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			<p>maintain social distancing. It is important to use face coverings properly and thoroughly wash hands before putting them on and taking them off.</p> <p>Face coverings should not be used by children under the age of 11 (guidance updated, previously age 3) or those who may find it difficult to manage them correctly”</p> <p>“You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.</p> <p>Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound”</p> <p>People are expected to wear a face covering BEFORE entering a community building and must keep it on UNTIL they leave unless there is a reasonable excuse for removing it, or they are exempt.</p>		
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			<p>Typical activities where a person can remove their face covering in a hall, such as eating / drinking in a designated area (like a reception room) ; physical activity / exercise. If you are undertaking exercise or an activity and it would negatively impact your ability to do so</p> <ul style="list-style-type: none"> <li>not required during out-of-school provision as children and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.</li> </ul> <p>When a person isn't doing these things they need to put their face covering back on. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so.</p>		
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<p><b>Transmission of COVID 19</b> due to not following hygiene recommendations</p>	<p><b>Staff Users Visitors Contractors</b></p> <p>Not washing hands or catching sneezes</p>	<p>Encourage good hygiene to all Centre Users</p> <p>Provide handwashing or sanitising facilities</p> <p>Posters displayed to promote good hygiene</p>	<p>Employees and Centre Users reminded on a regular basis to wash their hands for 20 seconds with water and soap or use sanitiser provided by the Centre at entrances and exits or in the toilets or by hirers in their sessions.</p> <p>Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it, to avoid touching face, eyes, nose or mouth with unclean hands. Signs in all rooms to promote this. Tissues will be made available for employees by the Centre and hirers recommended to provide in group sessions for users.</p> <p>Supplies of handtowels and toilet paper and hand soap / sanitiser regularly checked and restocked by the Centre in toilets and at entrances and exits.</p> <p>Signage for handwashing guidance displayed in all toilets and hand rub at entrance sanitising stations.</p>	<p>Staff</p> <p>Kim Pears/Adrian Sissons</p> <p>Kim Pears <b>Hirers</b></p> <p>Staff</p> <p>Kim Pears/Adrian Sisson</p>	<p>Ongoing</p> <p>10<sup>th</sup> July</p> <p>Prior to each room hired</p> <p>During sessions</p> <p>10<sup>th</sup> July</p>
<p><b>Group activities in rooms</b></p>	<p><b>Customers and hirers</b></p>	<p>The Centre will ensure rooms are cleaned prior to hire and all rooms have a bin for tissues and disposable face</p>	<p>Bins to be emptied after every hire. Centre staff will leave the required furniture in the room ready for hire as per the</p>	<p>Staff <b>Hirers</b></p>	<p>Daily</p>

<p>Catching or Transmitting the virus in hired rooms during activities <u>which the Centre have no control or responsibility for</u></p>	<p>Venue users and hirers of the facility have a responsibility for managing risks arising from their own activities when they have control of the venue (rooms) and should take account of any guidance relevant to their specific activity or sector.</p> <p>Risk that hirers don't plan appropriately</p>	<p>coverings to be disposed of during sessions.</p> <p>Regular communication with hirers to signpost them to appropriate guidance</p> <p>A group risk assessment will be required for usage by hirers for their individual sessions. Monitoring of hire types returning and bookings to ensure current guidance is adhered to for each booking (<b>appendix A</b>).</p>	<p>agreed layout. Hirers are responsible for checking correct distance and placing furniture to meet their risk assessment measures at the start of their hire.</p> <p>Provide hirers with copy of Centre Risk Assessment Template along with current guidance for multi-use venues and risk assessments sources. Room measurements provided to aid planning for room layouts and hirers may plan for 1m+ distance measures with mitigation or 2m and will know if their users are households and can plan accordingly.</p> <p>Room sizes/maximum capacity</p> <table border="1" data-bbox="1198 922 1756 1294"> <thead> <tr> <th></th> <th>W in cm</th> <th>L in cm</th> <th>Sqm</th> <th>Max cap</th> </tr> </thead> <tbody> <tr> <td>Portland</td> <td>1121</td> <td>2046</td> <td>229</td> <td>115</td> </tr> <tr> <td>Byron</td> <td>805</td> <td>875</td> <td>70</td> <td>35</td> </tr> <tr> <td>Bailey</td> <td>709</td> <td>875</td> <td>62</td> <td>31</td> </tr> <tr> <td>Suite</td> <td>875</td> <td>1514</td> <td>132</td> <td>66</td> </tr> <tr> <td>Lovelace</td> <td>394</td> <td>581</td> <td>23</td> <td>11</td> </tr> <tr> <td>Byron's Bar</td> <td>540</td> <td>700</td> <td>38</td> <td>19</td> </tr> </tbody> </table>		W in cm	L in cm	Sqm	Max cap	Portland	1121	2046	229	115	Byron	805	875	70	35	Bailey	709	875	62	31	Suite	875	1514	132	66	Lovelace	394	581	23	11	Byron's Bar	540	700	38	19	<p>Kim Pears</p> <p><b>Hirers</b></p> <p>Kim Pears</p>	<p>Before groups return</p> <p>Before groups return</p>
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	Vulnerable visitors	<p>Vulnerable visitors Clinically extremely vulnerable people can attend community facilities. They are advised to take extra precautions, including minimising close contact with others to reduce their risk of exposure to the virus and should follow the guidance on protecting people who are clinically extremely vulnerable. Those choosing to attend activities and events should inform the lead hirer who should make other attendees aware of their</p>	<p>The above are not necessarily the capacity numbers that should be used for activities. Different layouts and activities will offer different capacities, each hirer should plan their own capacity based on their own layouts and hirers choice of distance measures for their activity (2m/1m+ mitigating risks) Layouts should be planned for side to side rather than face to face seating or standing wherever possible.</p> <p>Onsite meeting or telephone call with Centre Manager to review plans and risk assessments.</p> <p>This advice is recommended to be considered in hirers risk assessment – vulnerable users (offer remote participation if possible) , noise</p> <p>Hirers advised:</p>	<p>Hirers</p> <p>Hirers</p> <p>Kim Pears Hirers</p> <p>Hirers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Prior to return</p> <p>Ongoing</p>										



	<p>Aerosol transmission</p>	<p>need to minimise close contact. Hirers should consider this Government Guidance when planning their activities.</p> <p>Steps should be taken to avoid people needing to unduly raise their voices to each other. Hirers should consider this Government Guidance when planning their activities. Background music/dvds can be played at a low level.</p>	<p>The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire sessions. Sanitiser or soap and water will be available on entry and exit to the buildings for the public and monitoring of toilet supplies will be undertaken at regular intervals but hirers should plan to provide sanitiser and tissues in their sessions and any safety equipment or PPE recommended for its own activities.</p> <p>Improved ventilation wherever possible. In Lovelace offer to change hire to Coates to aid this where opening of door not possible. All other rooms have external windows or doors that could be opened to improve ventilation. <i>Energetic exercise are subject to ventilation considerations.</i></p> <p>Hirers to provide Centre with copy of written risk assessment and plans prior to their return and have considered guidance for their sector taking account of the Centres risk assessment.</p> <p>Recommended this is shared with their customers directly but if asked for a copy</p>	<p>Hirers</p> <p>Hirers</p>	<p>During session</p> <p>Prior to return</p>
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	<p>Staff and customers</p>		<p>Centre staff will share this information as a duty of care to those entering the venue. All groups will need their own insurance cover for hire in case of a coronavirus outbreak (this is likely to be covered by their current public liability insurance policy but the Centre encourages hirers to check this and any conditions of return insurers may have)</p> <p>Users should ask hirers for their risk assessments if they have any concerns about group activities as this is the hirer's responsibility when hirers have control of the rooms.</p> <p>Centre management to oversee bookings daily and liaise with regular hirers to plan for their return. <b>Appendix A current guidance for groups that can return.</b></p> <p>If concerns raised by staff or users that hirers are not following advice or guidance and not taking steps to reduce the risk of transmission in their activities the Centre management will verbally discuss with hirers and follow up in writing in the first instance. If concerns continue as a duty of</p>	<p>Kim Pears/ Centre Staff</p> <p>Hirers</p> <p>Hirers</p> <p>Staff, management</p>	<p>Daily</p> <p>Before return</p> <p>As needed</p> <p>During sessions</p>
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			<p>care for users and as responsible employers issues will then be followed up and reviewed by Operating Board and if necessary PCC who are the legal owners and employers and hire may need to be reviewed.</p> <p>If users of the Centre (who are the responsibility of hirers who have invited them into the venue) do not adhere to guidelines and control measures in place they may be asked to leave the venue. Staff will always consult hirers first to speak to users.</p>	<p>Kim Pears</p> <p>Operating Board/PCC</p> <p>Staff</p>	<p>As needed</p> <p>As needed</p> <p>As needed</p>
<p><b>Private Hire of function rooms – Wedding Receptions</b> Catching or Transmitting the virus in hired rooms during activities <u>which the Centre have no control or responsibility for</u></p>	<p><b>Staff, hirers, guests and their suppliers</b></p> <p>Private hirers of the facility have a responsibility for managing risks arising from their own activities and their guests and suppliers when they have control</p>	<p>All other aspects of control measures from <a href="#">wedding guidance</a> still apply during private hire from other points in this risk assessment.</p> <p><b>Appendix B/C</b> highlights the considerations for the John Godber Centre relating to required government measures.</p> <p>Advance meeting between Centre Manager and couple to discuss and prepare plans for numbers, details,</p>	<p>Private Hirers to provide a guest list of all suppliers and guests and contact details. Trusted Trace App to be used which allows suppliers and guests to register and provide their contact details. This will be used by the venue for up to 21 days to contact guests directly if required.</p> <p>Agreement that if hirers or guests don't adhere to signed plans and requests to follow government guidance which are not resolved by the nominated person and safety of others is being put at risk (staff,</p>	<p>Private Hirers</p> <p>Kim Pears Private Hirers</p>	<p>Prior to reception</p> <p>Prior to reception</p>

<p>private hire with public invited</p>	<p>of the venue (rooms) in line with the terms of hire and should take account of any guidance relevant to their event.</p> <p>Risk that hirers don't plan appropriately or guests, hirers and suppliers do not follow plans or adhere to advice and social distance measures</p> <p>Private hire requires SMT bar service</p>	<p>seating plans and suppliers to ensure will meet Government guidance to reduce the risk of transmission. These will be confirmed in writing and signed by the private hirer confirming final guest and supplier list, terms and plans.</p> <p>A member of the wedding party should be nominated as an on the day contact for the venue for any concerns who can speak to guests or suppliers if not following the agreed terms.</p> <p><b>Appendix B/C</b> lists specific considerations for hire for receptions at the John Godber Centre to meet government guidance and reduce the risk of transmission during reception.</p> <p>Improved ventilation (windows and non-fire doors being open throughout the day)</p>	<p>suppliers, guests and hirers) the Centre Manager or Duty Manager (on agreement with Centre Manager or Operating Board member) can close an event and end hire. This would be a last resort if all other efforts to resolve breaches in social distance are exhausted</p> <p>Suppliers to provide via the hirer or direct to Centre a copy of their risk assessment for the event and business insurance record for their activities.</p> <p>SMT bar service – table service only at the current time.</p> <p>Ceiling fans not to be used as they recirculate the air in the room which is not recommended.</p>	<p>Staff</p> <p>Private <b>Hirers</b></p> <p>St Marys Trading Company</p>	<p>As needed</p> <p>Prior to reception</p> <p>As hired</p>
<p><b>Toilets</b></p>	<p>Customers come into close contact with one another and transmit the</p>	<p>Staff toilet checks hourly:</p> <ul style="list-style-type: none"> <li>• Check toilet roll supply</li> <li>• Check soap available</li> <li>• Clean door handles</li> <li>• Wipe toilet handles and tap handles</li> </ul>	<p>Maximum of one person in ladies or gents at any one time – signage to ask customers to check on entry and wait for the previous person to exit. .</p>	<p>Kim Pears/Adrian Sissons</p>	<p>Prior to relaunch and ongoing</p>

	<p>virus whilst using the toilets.</p> <p>Customers pick up the virus from multiple touch points in toilet area (i.e. toilet flush, door handles, taps)</p>	<ul style="list-style-type: none"> <li>Wipe hand drier/towel holder</li> </ul>	<p>Sanitiser station outside toilets to allow for handwashing prior to entry</p> <p>Supplies to be checked frequently through the day. Cleaning schedule will in place in each toilet. Maintain regular cleaning routine of door handles and touch pads during the day.</p> <p>Toilets <u>may</u> be changed to unisex to reduce queues in corridors where limited space. Gents urinals to be blocked with hazard tape to encourage cubicles to be used as unisex toilets.</p> <p>If there is a large queue for toilets users asked to wait in reception or their hired rooms until quieter. Hirers to inform users of this advice. The Centre is not able to close off toilets as access required for handwashing at all times.</p>	<p>Kim Pears</p> <p>Staff</p> <p>Staff</p> <p>Hirers</p>	<p>Prior to relaunch and ongoing</p> <p>Daily</p> <p>Review if necessary</p>
<p><b>Reception Area</b></p>	<p><b>Staff</b></p> <p><b>Customers</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>Removal of chairs from reception area to deter waiting.</p> <p>Signage to highlight social distance from reception desk and markings for staff</p>	<p>Social distance requirement (2 metres recommended or 1m+)</p> <p>Reception desk to be moved forwards so more space behind for staff to move away</p>	<p>Kim Pears</p>	<p>10<sup>th</sup> July</p>

	<p>Customers/staff come into close contact with one another and transmit the virus whilst</p> <p>Waiting in reception area</p> <p>Contact at reception desk</p>	<p>Hand sanitiser station at reception desk for staff and customer use</p> <p>Phase one opening no unexpected visitors, 2m floor markings and signage to be used to highlight distance to reception desk. Centre remains closed and doors locked for one in one out and visitors by appointment only</p> <p>All visitors to sign in and unknown visitors to provide contact information for test and trace</p>	<p>from the desk rather than rely on customer distance in front.</p> <p>Remove excess furniture from reception area</p> <p>Signage in reception to encourage not entering if unwell, the social distance guidelines recommended (up to 2 households inside) Not interact with others not in their groups</p> <p>Ring Doorbell reviewed to replace current intercom system, this will allow staff to see customers and speak to them via tablet app. Consider screen for reception if necessary in later phase with increased visitors currently social distance is in place.</p> <p>If pens required, to be wiped first, preference for customer to use their own.</p> <p>Enhanced cleaning of reception desk, leaflet holders etc. as part of regular daily cleaning.</p>	<p>Kim Pears</p> <p>Kim Pears/Adrian Sissons</p> <p>Kim Pears</p> <p>Staff</p>	<p>10<sup>th</sup> July</p> <p>Reopening</p> <p>September reopening (Phase 3)</p> <p>Daily</p>
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<p><b>Refreshments</b></p>	<p><b>Staff</b> <b>Customers</b> <b>Visitors</b> <b>Contractors</b></p> <p>Risk of transmission from customers using crockery and cutlery between groups</p> <p>Risk of transmission from staff serving drinks.</p>	<p>Refreshments in groups is a group control and this should be covered in their risk assessment. *In Step three of Spring Government Roadmap the Centre is able to provide refreshments and food but actions taken to reduce transmission.</p> <p>When consuming food and drink you should remain seated. You should not touch communal or shared objects or handle other items than your own.</p> <p>Centre will pause offering refreshments until further notice. Will be reviewed in line with SMT bar service.</p>	<p>Disposable cups to be provided by groups in phase one and two if require refreshments in sessions. Groups provide own refreshments. Centre provided equipment will be sanitised prior to group arrival. Groups to wipe surfaces and equipment regularly during sessions</p> <p>Phase three - Crockery and cutlery washed by groups and left out not returned to cupboards. Cupboards locked to avoid this. Rooms to be cleared immediately after use of crockery and kitchen dishwasher used to clean crockery and cutlery to a temperature of 55’c for wash (even if groups have washed)</p> <p>Staff use gloves/immediate handwashing when moving used crockery</p>	<p>Hirers</p>	<p>Ongoing</p>
<p><b>Payment</b></p>	<p><b>Staff</b> <b>Customers</b></p>	<p>Payment by bank transfer, standing order or cheque encouraged for all invoices rather than cash at reception.</p> <p>In the event of cash payment (and banking/cashing up), staff to wear</p>	<p>Regular groups have 7 days to make payment by bank transfer. A £10 late payment fee will be introduced to support increased admin for debt chasing from this change <u>if</u> results in regular non-payments</p>	<p>Hirers</p>	<p>Weekly</p>

	Risk of transmission from cash handling	disposable gloves and use a tub/glass when accepting payment and regular sanitising between contact.	Groups should consider cash payments from user groups in their risk assessments and handling multiple cash transactions.	Hirers Staff	
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Volunteers</b></li> <li>• <b>Preschool Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Contractors</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> </ul> <p><b>Anyone else who physically comes in contact with you in relation to the Centre</b></p> <p>Transmission of the virus through not cleaning surfaces,</p>	<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Normal cleaning methods do kill the virus so there are no changes required in the day to day cleaning other than increased daily cleaning to high contact areas. Current booking times allow for cleaning between sessions.</p> <p>Working in well ventilated rooms whilst cleaning where possible.</p> <p>In the event of a known case of COVID-19 in the venue the following government procedure will be followed: <a href="https://www.gov.uk/government/publications/covid-19-">https://www.gov.uk/government/publications/covid-19-</a></p>	<p>The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire sessions. Sanitiser or soap and water will be available on entry and exit to the buildings for the public and monitoring of toilet supplies will be undertaken at regular intervals but hirers should plan to provide sanitiser and tissues in their sessions and any safety equipment or PPE recommended for its own activities. Hirers may wish to sanitise surfaces on arrival for equipment and surfaces they will be using and at the end of sessions. The Centre cleaning team will sanitise and clean rooms and furniture between hire and deep clean the venue regularly. Hirers are to clean/sanitise rooms between sessions if have multiple classes)</p> <p>Frequent cleaning of touchpoints in the venue by Centre Staff.</p>	Hirers  Staff  Staff  Hirers	Daily  Daily  Daily  Daily



	equipment, workstations	<a href="#"><u>decontamination-in-non-healthcare-settings#history</u></a>	If hirers take out any equipment (extra chairs/tables) they should sanitise it prior to use and after use		
<b>Bookings</b>	<p><b>Customers</b></p> <p>Showrounds of venue and completion of booking information</p> <p>Risk of transmission from customer being handed paperwork and close contact showrounds (staff/ customers)</p>	<p>Booking forms can be completed electronically (payment of deposits by bank transfer) to reduce face to face contact</p> <p><b>Visits by appointment only *from 17<sup>th</sup> May 2021 in Spring Roadmap*</b></p> <p>Social distance of 2m during visits Visits conducted with staff so sanitising of equipment/contact points can be controlled</p> <p>Sanitising stations at entrance and exits</p>	<p>If pens required for forms to be completed onsite pens to be wiped first, preference for customer to use their own.</p> <p>When appointments booked highlight social distance measures and minimal visitors to attend (2 households)</p>	Team members on shift.	From reopening and ongoing
<b>Fire Evacuation or Accident</b>	<p><b>Customers</b></p> <p><b>Staff</b></p> <p>Distance not maintained</p>	In the event of fire evacuation or accident people do not have to stay 1m+ or 2m apart if it would be unsafe to do so.	Normal evacuation procedures apply.		

Bar Service –					
<p>Table Service only for Private Wedding Receptions for up to 15 people for seated meal as hired – only when receptions are permitted</p> <p>(To be reviewed once additional functions or increased numbers allowed)</p> <p>Guidance for <a href="#">pubs and bars</a> and <a href="#">small wedding receptions</a> used</p>	<p><b>Staff, Customers, Hirers and Suppliers</b></p> <p>Risk of transmission from close contact between customers and staff</p> <p>Transmission risk from serving customers crowded at the bar or closely at a table</p> <p>Transmission between members of the team or customers who may not be aware that they have the virus. Staff behind the bar in small space,</p>	<p>No service from the bar (currently only table service permitted) Table Service only, which will be 2 households only up to 10 people (15 tables maximum) No seating in the bar areas until social distance measures removed (initially only sit down meal permitted and then space required for queuing) Signage in place to highlight this at entrance to bars and on bar fronts.</p> <p><i>When can provide bar service screens and floor dots to be considered.</i></p> <p>Staff to work back-to-back or side-to-side (rather than face-to face) whenever possible and to keep the activity time involved as short as possible.</p> <p>Regular cleaning of bar areas during service including work areas, taps, tills, spirit bottles, ice scoops and fruit tongues, card machines, tills, bottle</p>	<p>Staff to stand 1m+ away from the customer to take order. Card payment preferred (GPRS card machines) but cash payments can be made. Staff to stand 1m+ away from the table to take payment (side onto the customer) with machine. If paying cash this is to be placed on the tray at the table and gloves or sanitising measures used when handling. Card machines sanitised between uses.</p> <p>Staff to wear visors and masks during table service and glass collection which isn't a replacement for social distance measures and is specific for wedding guidance. (24/9/20 staff to wear at all times in line with pub guidance)</p> <p><i>If table plans don't permit space for drinks delivery collection points to be added. Screens to be installed once bar service resumes if distance measures remain in place.</i></p>	<p>Kim Pears/ Adrian Sissons</p> <p>JGC &amp; SMT staff</p> <p>JGC &amp; SMT staff</p> <p>St Marys Trading Company</p>	<p>Before first bar opening.</p> <p>During service</p> <p>During service</p> <p>Phase 4</p>

	<p>sharing of equipment</p> <p>Risk of transmission from staff serving drinks. Risk of transmission from customers returning glassware to the bar.</p>	<p>openers, fridges and glasswasher that are used by multiple staff members.</p> <p>Only staff to collect glasses from tables. Glasswasher used to clean glasses to a temperature of 55°C for wash and 65°C for rinse. Fresh glass used for every serve.</p>	<p>Putting teams into shifts to minimise the number of workers interacting with each other where possible. Staff allocated set areas and tables to reduce contact with multiple customers and colleagues Further increasing the frequency of hand washing and surface cleaning. Sanitiser stations at entrance to the bars (freestanding) and stations for staff use behind the bar. Mini portable sanitiser on bar keys for use before opening hatches and cellars if freestanding station not in place during non-events. . Staff to be reminded frequently of importance of good hygiene to reduce transmission of virus. Where possible staff assigned own equipment.</p> <p>Glass collectors provided with disposable gloves when collecting glasses. Option to collect glasses when serving drinks to the table or ask customers to place on the tray and hand sanitiser used immediately after each individual collection. Staff can ask for glasses to be put at the collection point if not space to collect them from the table. Staff will only touch the bottom 1/3 of glass</p>	<p>JGC &amp; SMT staff</p>	<p>During service</p>
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			when pouring drink. Glasswasher door regularly sanitised. Fresh glass for every serve.		
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**Staff Safety –**

**Staff Health Awareness – people who need to self-isolate, vaccinations, testing:**

To make sure individuals who are advised to stay at home under existing Government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.

All staff to be aware that the most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you (and your whole household) must stay at home and arrange to have a test (only for the person with symptoms) to see if you have COVID-19

Providing all risk assessment measures are in place that are outlined in this risk assessment there is no mandatory requirement for staff, hirers or users to be vaccinated or regularly tested to visit the venue. As a part of our commitment to keeping everyone safe and sound, to play our part in getting back to normal life as soon as we can staff and visitors are encouraged to make use of local availability of rapid flow COVID-19 tests and get tested regularly to keep themselves, their families and others safe.

Discussions with staff members to consider whether the people doing the work are especially vulnerable to COVID-19.

<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will follow the decontamination in non-healthcare guidelines and notify groups (who should have records of their users retained for 21 days)</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If employees are advised they have come into contact with someone who has Covid 19 they should follow this guidance and not come to work.</p>					
<p><b>Social Distancing</b></p>	<p>Transmission from customers and staff who do not follow social distancing guidance.</p>	<p><u>Maintain current social distancing guidelines</u></p> <p>2m distance or 1m+ with mitigation. Indoor gatherings are possible from the 17<sup>th</sup> May and will be 6 people or 2 households.</p> <p><b>Appendix A highlights activities that can go ahead in multiuse venues</b></p>	<p>Signage to promote current social distance measures and information on current gatherings.</p> <p>If customers not following will be highlighted to hirers in the first instance as their visitors and they are responsible for them. Staff may ask visitors to leave if their safety is at risk from visitors not following social distance measures.</p> <p>Staff have been offered personal visors if they wish to have one (following guidelines for close contact businesses) Not a general control measure as not expected to have increased contact for periods of time or be in busy enclosed spaces with public but visors will be optional for staff if they wish</p>	<p>Kim Pears / Adrian Sissons</p> <p>All team members</p>	<p>From reopening</p> <p>Daily</p>

<p><b>Staff Rotas</b></p>	<p><b>Staff</b></p> <p>Transmission between members of the team who may not be aware that they have the virus.</p>	<p>One AM and One PM Duty Manager</p> <p>One Cleaning Support Team Member</p> <p>Staff do work in their own areas and 2m distance is planned</p> <p>National Lockdown - Where necessary in order to open, close and clean the building for essential services, (childcare, education and public services) only two staff members will be onsite in line with our lone working policies, as this work cannot be done from home. All other work (outside of these hours), meetings and tasks will be completed from home, virtually or paused until after National Lockdown.</p>	<p>Staff to work back-to-back or side-to-side (rather than face-to-face) whenever possible and to keep the activity time involved as short as possible if activity required this.</p> <p>Further increasing the frequency of hand washing and surface cleaning.</p> <p>Sanitise station available in the office and reception and staff to be reminded frequently of importance of good hygiene to reduce transmission of virus.</p> <p>Regular cleaning of touchpoints in the offices. Staff recommended to clean desks, kettles, phones and equipment at the end of the day ready for the next person but also at the start of the day for their own use.</p> <p>Antibacterial wipes are provided in the office for use in high contact surfaces in the office – keyboards, phone, photocopier, kettle, pens etc.</p>	<p>All team members whilst working on shift.</p>	<p>From reopening and ongoing.</p>
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<p><b>Deliveries</b></p>	<p>Cleaning, Stationary, Refuse</p>	<p>Deliveries to maintain 2m distance at all times – staff to remind delivery drivers.</p> <p>Delivery driver to place orders in reception at a distance of 2m paperwork to be signed at a distance. Staff to put deliveries away.</p>	<p>Only one person to be in the cellar at any time (beer cellar or wines/ spirits store) cleaning cupboards and general store room</p>	<p>All team members whilst working on shift</p>	<p>From reopening and ongoing.</p>
<p><b>Travel Transmission through travel to workplace (or venue for customers)</b></p>	<p>Staff Customers</p>	<p>Staff are encouraged to drive their own vehicle, walk or cycle to work where possible.</p> <p>The Public Car Park is owned by St Mary Magdalene Church. It does have two exits – via St Mary Magdalene Churchyard and via ramp to Ogle Street.</p> <p>The Centre has no business neighbours opening nearby.</p>	<p>If using public transport all should follow current advice (wear face coverings)</p> <p>Hirers can advise the alternative route to users to reduce risk to their hirers who may arrive together but not be aware of alternative route to entrance.</p>	<p>Staff</p> <p>Hirers</p>	<p>Daily</p> <p>Ongoing</p>
<p><b>PPE</b> Wearing of PPE for tasks</p>	<p>Staff</p>	<p><b><u>Wearing of Gloves</u></b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of</p>	<p>Gloves are available for use in areas where unknown public may have been when cleaning. Handwashing is promoted to reduce contamination on surfaces.</p>		

		<p>the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</p> <p><b><u>Wearing of Face Coverings</u></b></p> <p>For staff the wearing of face coverings is a personal choice in non-public areas and we will support employees who wish to wear one but there is no requirement to wear one in the workplace. There is currently no evidence that using face masks outside of a healthcare or clinical setting will protect people from coronavirus.</p> <p><a href="https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm#non-healthcare-business">https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm#non-healthcare-business</a></p> <p><b><u>Aprons</u></b></p>	<p>Wearing of gloves is not a substitute for good hand washing</p> <p>For members of the public, from 8 August the places where you will have to wear a face covering will be expanded to include community centres.</p> <p>The government recommend face coverings are worn in these settings as soon as possible but this will not be mandatory until 8<sup>th</sup> August. Staff are strongly encouraged to wear a face covering in enclosed public spaces where social distancing may be difficult and where they will come into contact with people they do not normally meet. It is not compulsory for employees of indoor settings to wear face coverings. There are a number of other control measures in place to reduce the risk of transmission in the venue, with social distance and increased hygiene procedures in place.</p>		
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		<p>Single use aprons are provided for Beer Line Clean and PPE is not shared between staff.</p>	<p>If choosing to wear a face covering staff should wash hands before and after putting on and removing. If it becomes damp change it and wash daily or dispose of carefully.</p> <p>Visors have been provided for staff to wear should tasks require them to work in spaces with public however it is not a general measure to wear at all times due to the low risk of close contact at this time and other control measures in place.</p> <p>The John Godber Centre plans for external queuing and no waiting in public corridors, along with group management of their activities and all areas are over 1m+ face coverings are recommended but not mandatory for staff where working in areas away from public and distance can be maintained (i.e. office, cleaning rooms etc.)</p> <p>Staff do not have to wear uniforms but fresh clothes each shift are requested.</p>		
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Suspected or confirmed case of COVID 19					
Suspected or confirmed case of COVID 19 in the venue  First Aid	Infection and spread of COVID 19 <b>Staff</b> <b>Customers</b> <b>Visitors</b>	<p>If someone becomes unwell with COVID-19 at work or in a group session the <b>dressing room</b> has been designated as an isolation point until transport home or to hospital is available. This space has a toilet and handwashing facilities it can be accessed from the outside of the venue directly.</p>	<p>A COVID First Aid box is also located in this area including – aprons, gloves, masks, shields for both patient and attender</p>	<b>Hirers</b>	As necessary
		<p>If notified of a suspected case of COVID-19 or confirmed case of COVID-19 follow appropriate procedure and measures for :</p> <p>Unconfirmed case</p> <p>Confirmed case</p> <p>Staff member</p>	<p>The person is advised to seek medical assistance and book a test as soon as possible and full cleaning of the areas they have been is required in line with guidance.</p>	Centre Staff	
		<p>The John Godber Centre does not need to immediately close the venue or send staff home unless advised to do so by Public Health England and NHS Test and Trace will advise the appropriate steps.</p>	<p>In the event of a known case of COVID-19 in the venue the following government procedure will be followed: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings#history">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings#history</a></p> <p>Users should contact their hirer immediately and the John Godber Centre team.</p> <p><b>If a confirmed case</b> Contact the local health protection team from Public Health England for advice</p>	<p>Centre Staff</p> <p><b>Hirers</b></p> <p>Kim Pears</p>	

		<p>Each case will be reviewed on a case by case basis.</p>	<p>PHE East Midlands Health Protection Team, Public Health England, Seaton House City Link, Nottingham, NG2 4LA</p> <p>Phone: <u>0344 2254 524</u> Out of hours for health professionals only: please phone 0344 2254 524 (select option</p> <p>If the Centre is contacted by the NHS test &amp; trace, follow and answer all their questions and follow their advice. Have available all the details of the hirers and staff available on the day in question and of any suppliers/contractors.</p> <p>Hirers notified of a case of COVID in their group should contact the John Godber Centre team. Kim Pears, Centre Manager is the nominated COVID-19 contact and can be contacted on 0115 963 9633 or email <u>manager@johngodbercentre.co.uk</u></p> <p>Report to the Health &amp; Safety Executive as part of RIDDOR as necessary.</p>	<p>Centre Staff</p> <p>Hirers</p> <p>Hirers</p>	
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			<p>Bubble Isolation – Children in school bubbles may be told to isolate if someone in their group tests positive for COVID. Only the child is required to isolate (14 days) and should not attend sessions in the John Godber Centre for themselves or with a family member even if they do not have symptoms. <i>Briefing document prepared and sent to hirers.</i></p> <p>*Various groups have had cases of COVID within their activities during the past year and at no point has a group or the Centre been required to close or any participants isolate due to the control measures and risk assessments in place. Each case is investigated and the necessary actions take*</p>		
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

## Appendix A = Current activities permitted in Multi use venues in the Governments Road Map

From the 17<sup>th</sup> May 2021 Community venues are able to host the following permitted activities listed below:

- Registered Childcare, Education and Training
- Parent and child groups (up to 30\* people, not counting under 5s) increased from 15
- Supervised Children's activities
- Support Groups (specified organisation's up to 30\*) increased from 15
- Public services
- Worship activities if following guidance relating to places of worship
- Exercise/fitness classes for 18+
- Business activities where necessary to do face to face
- Retail if following guidance relating to shops and retail settings
- Larger gatherings such as informal classes, activities, and events can go ahead if organised by a business, charity, public body or similar organisation. Written confirmation from Ashfield District Council relating to Centre groups has been received.
- Social events for 6 people or 2 households.
- Non-professional performing arts activities (see below notes)

### Singing and musical instruments

Singing, playing some musical instruments, shouting and physical activity increases the risk of transmission through small droplets and aerosols. Where singing takes place, people should continue to follow the social distancing rules and follow the [principles of safer singing](#) and [performing arts guidance](#).

Indoors: a group of up to 6 singers will be allowed to perform, or rehearse for performance with social distancing being maintained at all times.

Indoor communal singing should not take place.

Where singing takes place in a parent and child class no more than 6 adults, including the group leader, should sing along with children under 5.

Singing should be limited to the same 6 adults and good ventilation in place.

#### Performing arts guidance

- Indoors, people can take part in non-professional performing arts activities in a group of up to 6 people, or as a group of 2 households/bubbles. Activities can take place with multiple permitted groups, provided the groups are kept separate throughout the activity, and the event is **organised in line with the** organised events guidance for local authorities.
- However, non-professional singing indoors should only take place in a single group of up to 6 people.

From **21<sup>st</sup> June** at the earliest (final confirmation expected 14<sup>th</sup> June) it is the Governments hope that restrictions on social contact should end and social activities, parties and events will likely be able to resume again.

Each step will be confirmed and reviewed 7 days prior to implementation.

### **Appendix B = Wedding Reception/ Private Hire considerations**

The Governments Roadmap confirms that wedding receptions and commemorative events can take place from the 17<sup>th</sup> May/Step 3 for 30 people indoors.

Venues may provide food and drink if following hospitality guidance (seated table service only) and guests remain seated

There is no longer a requirement to seat guests at socially distanced tables (at wedding receptions) though they should consider the risks in doing so

Professional performances can take place indoors and amateur performances of up to 6 may take place

Dancing is advised against except for the couple's first dance

From the 21<sup>st</sup> June/Step 4 at the earliest the roadmap intends to remove all limits on weddings and other life events, subject to the outcome of the scientific Events Research Programme. The Centre will be cautious regarding committing to private or wedding hire until there is a clear understanding of restrictions and capacities.

Once indoor receptions are able to resume this risk assessment will be updated to reflect the latest guidance but currently there no reception bookings until after Step 4 of the Roadmap.

## Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace. Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)
- ✓ We have taken all reasonable steps to [provide adequate ventilation](#) in enclosed spaces

Signed on behalf of employer \_\_\_\_\_ **Jane Haywood** \_\_\_\_\_

Employer \_ The PCC of the Ecclesiastical of Hucknall Torkard . Date \_ 1<sup>st</sup> August 2020

Who to contact: Kim Pears 0115 963 9633 [manager@johngodbercentre.co.uk](mailto:manager@johngodbercentre.co.uk)



Valid 2021

## COVID-19 Industry Standard

In Partnership with;

The National Tourist Organisations of Great Britain and Northern Ireland

**John Godber Centre**

In recognition that this business has confirmed that they have followed government and industry COVID-19 guidelines, ensuring processes are in place to maintain cleanliness and aid social/physical distancing.




