

COVID-19 Risk Assessment (Post Restrictions)

Company name:	The John Godber Centre		
Assessment carried out by:	Kim Pears		
Date of next review:	31 12 21	Last review:	10 12 21
Date assessment was carried out:	15 July 2021		

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. This risk assessment is specifically for post 19th July once restrictions were lifted and replaces the previous assessments that had been created and updated during restrictions. The original and updated versions of the risk assessment July 2020-2021 form the basis of the approach to COVID in the venue post restrictions.

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.

This new risk assessment will be a living document and will be formally reviewed monthly or as and when risks are identified or government guidance changes – the change log on page 3 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.

COVID-19 has not gone away and cases remain high and rising in the community and cases of self-isolation continue to be a concern. The roll out of the vaccination programme to help reduce severe reactions and hospitalisation due to the virus is successful with a high uptake but not everyone has received both doses yet.

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 20th March 2020 and reopened on the 1st 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 took place and the Centre has remained open for the Tiny Tots Preschool through subsequent lockdowns so maintenance and cleaning has continued regularly.

The licensed bars reopened during August and St Marys Trading Company who hold the premise licence and operate the bars have prepared a separate risk assessment (which is incorporated into the wider John Godber Centre risk assessment) for reopening the bars for functions and events.

COVID-19 Risk Assessment Change Log

Item	Change	Date	By Whom?
1.0 (V23)	Document creation, shared with JGCOB and staff	15 July 2021	Kim Pears
2.0 (V24)	Document reviewed and updated for reopening the bars	16 August 2021	Kim Pears
3.0 (V25)	Document reviewed and updated in relation to new guidance for the mandatory wearing of face coverings	10 th December 2021	Kim Pears
4.0 (V26)	Document reviewed and updated in relation to lifting of Plan B restrictions and the removal of mandatory wearing of face coverings	27 th January 2022	Kim Pears

COVID-19 Risk Assessment Summary

From update 14/7/21

We are planning a cautious and careful lifting of measures within the John Godber Centre, particularly the public areas where people are likely to come into contact with others. We take our responsibilities as an employer and business very seriously and want to play our part to look after our team and those using our community venue and though the responsibility has moved from a legal requirement to a personal recommendation there are some measures we can continue to do for the foreseeable future to help keep the risk of transmission low. This will include:

- Maintaining the keep left and no queuing or waiting in the building to reduce the risk of close contact in enclosed spaces such as reception and corridors and reduce use of low ventilation areas.
- Continuing to monitor booking times and recommending specific entrances and exits to reduce crowding in the public areas (ground floor users to use reception, first floor users to use the rear entrance)
- Keeping hand sanitiser stations at all entrances and exits and in key public areas and encouraging hirers to provide in sessions.
- Maintaining increased cleaning of key touchpoint areas around the building in public areas throughout the day by our team.
- Reopening some additional cubicles in the toilets inline with increasing users.
- Recommending contact details for activities continue to be kept by hirers to support test in trace if needed (QR codes located at entrances).
- Strongly encouraging the Governments advice –
 - It is expected and recommended that people wear face coverings in crowded indoor areas
 - Let fresh air into rooms as much as possible

Hirers will have full discretion about their approach to activities in their rooms which they are responsible for and we understand and support any additional measures or relaxing of steps for their class or group. They will know best and understand the needs and feelings of attendees with regards to COVID and the right steps for them.

The below measures are based on the past COVID-19 risk assessments and many have been kept for the benefit of employees and hirers. All users and employees have a personal responsibility for the risks of COVID-19 to themselves during their work and when choosing to visit the venue and should consider these based on their personal situations. The John Godber Centre will keep measures in place to reduce the risk as low as possible for its employees and users.

From update 10/12/2021

From Friday 10th December as a community venue the wearing of face coverings by the public, and staff in public facing areas, will be mandatory in the John Godber Centre unless exempt. As the Government releases guidance for each sector hirers will update their

customers/guests on their own rules and guidelines for their activities within their hired rooms. Within the public areas however face coverings should be worn where you may come into contact with others and we have displayed our previous face covering signage in the public areas to advise this.

We are working with the guidance that - Face coverings are also not required in premises or a part of a premises where the main activity is eating, drinking, exercising or dancing. This might include venues being used to host wedding receptions or some music events as well as restaurants, pubs, bars and nightclubs. This is because it is not practical for people to wear a face covering when eating or drinking, and it is not recommended that face coverings are worn when undertaking strenuous activity, including exercising and dancing. Some wedding or hospitality venues might ask you to wear a face covering and you may still be required to wear a face covering in parts of the premises where the main activity is not taking place. Over the coming few weeks' hospitality events are able to be hosted in separate areas and different times.

From update 27/1/22

From today all measures under Plan B have been lifted in England and face coverings will not be required by law in indoor venues. However, it is suggested that people wear face coverings in crowded and enclosed spaces where they might come into contact with people they do not normally meet and the John Godber Centre will always continue to encourage Government advice. We understand there will be anxieties about this news and how people feel about the wearing of face coverings at this time. Hirers will have their own plans and measures in place for their sessions, classes and activities taking place in the venue and we support their decisions for the wellbeing of their customers, who they know best, whether they continue to ask for face coverings to be worn or not.

As a venue we are continuing to maintain our no queuing and waiting policy within the public areas to reduce the risk of close contacts with other users and staff, particularly in spaces with low ventilation, when moving around the venue. This no waiting policy means we help reduce the risk of mixing in the corridors and reception area between classes for the benefit of our team and venue users. This policy will remain in place for the foreseeable future to ensure everyone feels comfortable about visiting the John Godber Centre, where people may/may not be wearing face coverings and help ensure there is a reduced chance of entering a busy enclosed space and mixing with others for those who do not wish to. We're still regularly sanitising high contact points as well as our daily and regular deep cleaning. Sanitiser stations remain at the entrance and exits to the building and outside of our toilets and hirers are also encouraged to provide during their sessions.

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?
Customer Activities					
<p>Transmission of the virus arriving or departing the venue and moving around public areas</p> <ul style="list-style-type: none"> - Poor hygiene transmitting virus on contact points - Entering when unwell - Poor ventilation - Congestion in public areas 	<p>Staff, Customers, Visitors and Contractors</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>Large numbers of visitors to pinch points arriving or departing the venue at once</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) and turn people away who are ill</p>	<p>All Staff and visitors</p> <p>Staff</p> <p>Hirers</p>	<p>Daily</p> <p>Daily</p>

<p>- Aerosol transmission</p>		<p>Continuing management of hire times to reduce volume 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>Continuing no internal waiting outside of rooms in public areas to reduce congestion. Corridors are not very well ventilated due to layout of building and fire doors so this measure reduces use of poorly ventilated areas and limits contact between people for both staff and users.</p>	<p>Signage to highlight key measures in reception or on desk screen</p> <p>Communication to regular hirers to request users are made aware in advance of hygiene and current NHS/Government guidance. 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.</p> <p>Only hirers and users will be able to enter the venue for the foreseeable future. Persons waiting to collect venue users should wait outside the 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, allow for social distance measures for staff and customers and reduces use of low ventilation areas.</p>	<p>Kim Pears Hirers</p> <p>Bookings staff</p> <p>Hirers and visitors</p>	<p>Sent in updated communication prior to 19th July</p> <p>Weekly/daily</p> <p>Ongoing</p>
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			<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 immediately on arrival.</p>	Hirers and users	Ongoing
			<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 reduce capacity in public areas, allow for social distance measures for staff and customers and reduces use of low ventilation areas.</p>	Hirers and users	Ongoing
		<p>One way system in public corridors (keep left in direction of travel) to be maintained for now to reduce congestion in enclosed spaces with low ventilation.</p>	<p>One-way directional system to improve flow of visitors around the venue and reduce close contact for staff and users. 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. Signage highlighting</p>	Hirers and users + staff	Ongoing

		<p>Strongly encouraging the use of face coverings in crowded enclosed spaces to reduce aerosol transmission.</p> <p>A QR code will be located at both entrances for those who wish to check in (or paper record at reception)</p>	<p>one way direction system will be maintained for now.</p> <p>From 27th January Plan B restrictions are lifted and there is no longer a legal requirement to wear a face covering but it is strongly encouraged in enclosed crowded spaces. Visitors and staff may choose to still wear these for the protection of others however other control measures are in place to reduce the risk of transmission which would avoid the risk of challenging enforcement of face coverings to employees.</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 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>Hirers are strongly recommended to continue to record attendees at their sessions (register, membership records, sign in or booking records) to support test and trace</p>	<p>Hirers and users + staff</p> <p>Communicate to hirers to inform users Hirers</p>	<p>Ongoing</p> <p>Ongoing</p>
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<p>Transmission of COVID 19 through contact points and poor personal hygiene</p>	<p>Staff Users Visitors Contractors</p> <p>Not washing hands or catching sneezes</p>	<p>Encourage good hygiene to all Centre Users and staff</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>Staff and customers</p>	<p>Ongoing</p>
		<p>Provide handwashing or sanitising facilities</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>Kim Pears Hirers</p>	<p>During sessions</p>
		<p>Posters displayed to promote good hygiene</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>Regular cleaning of touchpoints throughout the day by Centre team, door handles toilet points.</p>	<p>Staff</p> <p>Staff</p>	<p>Daily</p> <p>Daily</p>

<p>Group activities in rooms Catching or Transmitting the virus in hired rooms during activities <u>which the Centre have no control or responsibility for</u></p>	<p>Customers and hirers</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>The Centre will ensure rooms are cleaned prior to hire (floors are regularly cleaned but not between hires, hirers should consider this risk for their activity) and all rooms have a bin for tissues and disposable face coverings (optional) 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 recommended for usage by hirers for their individual sessions.</p>	<p>Rooms are cleaned and set by Centre staff with particular attention to touchpoints. Bins to be emptied after every hire. Centre staff will leave the required furniture in the room ready for hire as per the agreed layout. Hirers are responsible for checking correct distance and placing furniture to meet their own risk assessment measures at the start of their hire. Concerns of slips, trips and maintenance/damage causing injury from floors outweighs risk of COVID. Floor cleaning to return to normal schedule.</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 recommended to provide sanitiser and tissues in their sessions and any safety equipment or PPE recommended for its own activities.</p> <p>Improved ventilation strongly recommended in rooms during hire.</p>	<p>Staff</p> <p>Hirers</p> <p>Hirers</p> <p>Staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>

			<p>Lovelace does not have ventilation all other rooms have external windows or doors that could be opened to improve ventilation. Some activities can increase the risk where activities generate more particles when they breathe heavily such as singing, dancing, exercising, and raising their voices. This is a personal choice of individuals and hirers to attend and operate these types of activity and staff can move away from those taking part in these types of activities. Improving ventilation dilutes the virus in spaces and is strongly recommended.</p> <p>There has been a change from a legal requirement to a personal recommendation and all visitors, particularly vulnerable visitors, should consider their own situations and speak to hirers in advance about their control measures and make personal decisions to attend groups, activities, classes and events for themselves.</p> <p>Staff to make personal decisions about entering rooms with users or hirers and are not expected to do so where they would be</p>	<p>Hirers</p> <p>Hirers + users</p> <p>Hirers + users</p> <p>Staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>
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			<p>in close proximity to others. Tasks are planned where social distance can be maintained.</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>There are no longer capacity caps on the number of people able to attend activities or enter buildings however hirers may choose to limit numbers</p> <p>See Face coverings advice page 9</p> <p>Ceiling fans could recirculate the air in the room which is not recommended and should only be used in well ventilated spaces and is personal choice of the hirers</p>	<p>Hirers</p> <p>Hirers</p> <p>Hirers + users</p> <p>Hirers</p>	DAILY
<p>Private Hire of function rooms Catching or Transmitting the</p>	<p>Staff, hirers, guests and their suppliers</p>	<p>wedding guidance should be considered for receptions by businesses and couples for best practice</p>	<p>There has been a change from a legal requirement to a personal recommendation and all visitors, particularly vulnerable visitors, should consider their own</p>	<p>Private Hirers</p>	<p>Prior to reception</p>

<p>virus in hired rooms during activities <u>which the Centre have no control or responsibility for</u> private hire with public invited</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 of the venue (rooms) in line with the terms of hire and should take account of any guidance relevant to their event.</p> <p>Private hire requires SMT bar service</p>	<p>Advance planning prior to the event to discuss and prepare plans for numbers, details, layout plans and suppliers to ensure will meet most recent Government guidance to reduce the risk of transmission.</p> <p>A named person 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>Strongly encouraged improved ventilation (windows and non-fire doors being open throughout the day) this must be balanced with risk to young attendees and risks for falls from windows (consider higher windows instead)</p>	<p>situations and speak to private hirers in advance about their control measures and make personal decisions to attend events and suppliers should make their own decisions about sending staff to events.</p> <p>There are no longer capacity caps on the number of people able to attend events or enter buildings however hirers may choose to limit numbers</p> <p>Agreement that if hirers or guests don't adhere to Centre measures or COVID hire terms the Centre Management reserve the right to close an event and end hire or cancel the booking. This would be a last resort if all other efforts to resolve breeches are exhausted if staff are put at risk</p> <p>Ceiling fans could recirculate the air in the room which is not recommended and should only be used in well ventilated spaces and is personal choice of the hirers.</p> <p>SMT bar service see page 19</p>	<p>Kim Pears Private Hirers</p> <p>Staff</p> <p>Private Hirers</p> <p>St Marys Trading Company</p>	<p>Prior to reception</p> <p>As needed</p> <p>During Hire</p> <p>As hired</p>
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			See Face coverings advice page 9	Hirers	During Hire
Toilets	<p>Customers come into close contact with one another and transmit the 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>	<p>Staff toilet checks hourly:</p> <ul style="list-style-type: none"> • Check toilet roll supply • Check soap available • Clean door handles • Wipe toilet handles and tap handles • Wipe hand drier/towel holder • Nappy and sanitary handles • Changing tables 	<p>Cubicals now reopened</p> <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>If there is a large queue for toilets users should consider waiting 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>Staff and users</p> <p>Staff</p> <p>Hirers</p>	<p>Daily</p> <p>Review if necessary</p>
Reception Area	<p>Staff</p> <p>Customers</p> <p>Visitors</p> <p>Contractors</p>	The layout of reception desk and office allows for staff to choose level of distance to customers and can request social distance is maintained	Reception desk has been moved forwards so more space behind for staff to move away from the desk rather than rely on customer distance in front.		

	<p>Customers/staff come into close contact with one another and transmit the virus whilst waiting in reception area</p> <p>Contact at reception desk</p>	<p>Signage to highlight social distance from reception desk and markings for staff</p> <p>Hand sanitiser station at reception desk for staff and customer use</p>	<p>Consider screen for reception desk if necessary. Staff to advise Centre Management of any occasions where customers not maintaining distance from the desk.</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>	Staff	Daily
Refreshments	<p>Staff Customers Visitors Contractors</p> <p>Risk of transmission from customers using crockery and cutlery between groups</p>	<p>Refreshments in groups is a group control and this should be covered in their plans and users personal choices.</p>	<p>Centre provided equipment will be cleaned prior to group arrival. Groups to wipe surfaces and equipment regularly during sessions and should consider cleaning equipment themselves prior to using (particularly when taking items from cupboards) Consider sanitiser station at refreshment points and communal use of items.</p> <p>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</p>	<p>Hirers</p> <p>Hirers</p>	Ongoing

	Risk of transmission from staff serving drinks.		to clean crockery and cutlery to a temperature of 55°C for wash (even if groups have washed) Staff use gloves/immediate handwashing when moving used crockery	Staff	
Payment	Staff Customers Risk of transmission from cash handling	Payment by bank transfer, standing order or cheque continue to be encouraged for all invoices rather than cash at reception. Cash payment (and banking/cashing up), staff may choose to wear disposable gloves and use a tub/glass when accepting payment and regular sanitising between contact.	Groups could consider cash payments from user and handling multiple cash transactions but this is personal choice.	Hirers Staff	Daily
Cleaning	<ul style="list-style-type: none"> • Staff • Volunteers • Preschool Staff • Children • Contractors • Vulnerable groups – Elderly, Pregnant workers, 	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. Normal cleaning methods do kill the virus so there are no changes required in the day to day cleaning other than	The hiring group will be responsible for cleaning surfaces and equipment during their sessions and should make their own considerations for themselves and users during hire. . 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	Hirers Staff	Daily Daily

	<p>those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the Centre</p> <p>Transmission of the virus through not cleaning surfaces, equipment, workstations</p>	<p>increased daily cleaning to high contact areas.</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:https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings#history</p>	<p>intervals but hirers are recommended to still plan to provide sanitiser and tissues in their sessions and any safety equipment or PPE recommended for its own activities.</p> <p>The Centre cleaning team will sanitise and clean rooms touchpoints between hire and deep clean the venue regularly (see above in rooms section re floors)</p> <p>Frequent cleaning of touchpoints in the venue by Centre Staff.</p>	Staff	Daily
Bookings	<p>Customers Staff</p> <p>Showrounds of venue and completion of booking information</p> <p>Risk of transmission from</p>	<p>Staff and customers should consider the risks to themselves during showrounds and at reception. They should communicate with each other about distance levels so both parties are comfortable.</p>	<p>If pens required for forms to be completed onsite pens to be wiped first.</p> <p>If a customer or staff members requests a face covering are worn this should be respected by both parties. If not then the appointment should be rearranged.</p>	Team members on shift and visitors	Ongoing

	customer being handed paperwork and close contact showrounds (staff/customers)				
Fire Evacuation or Accident	Customers Staff Distance not possible	Social distance requirements lifted but some people may still wish to maintain distance.	Normal evacuation procedures apply.		
Bar Service –					
Guidance for pubs and bars and small wedding receptions used	Staff, Customers, Hirers and Suppliers Risk of transmission from close contact between customers and staff Transmission risk from serving customers crowded	<i>Continual monitoring and if required screens and floor dots to be considered and removal of furniture in bar areas to allow additional space. Windows open throughout service</i> 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. Regular cleaning of bar areas during service including work areas, taps, tills,	Staff to keep distance from customers and colleagues where possible though is no longer a legal requirement and personal recommendation as an employer this should still be considered. Card payment preferred (GPRS card machines) but cash payments can be made. Staff to stand 1m+ away from the table/bar to take payment (side onto the customer) with machine.	JGC & SMT staff JGC & SMT staff	During service During service

	<p>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, sharing of equipment</p>	<p>spirit bottles, ice scoops and fruit tongs, card machines, tills, bottle 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>If paying cash this could be placed on the tray and gloves or sanitising measures used when handling. Card machines sanitised between uses.</p> <p>Staff may wear visors and masks during service and glass collection if they wish. No staff member will need to glass collect or enter function space if they do not feel comfortable to <i>Screens may be installed if staff prefer this</i></p> <p>Putting teams into shifts to minimise the number of workers interacting with each other where possible. If table service then staff are 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 on the bars and stations for staff use behind the bar.</p> <p>Staff to be reminded frequently of importance of good hygiene to reduce transmission of virus. Where possible staff assigned own equipment.</p>	<p>St Marys Trading Company</p> <p>JGC & SMT staff</p>	<p>During service</p>
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	<p>Risk of transmission from staff serving drinks. Risk of transmission from customers returning glassware to the bar.</p>		<p>Glass collectors provided with disposable gloves when collecting glasses and hand sanitiser used immediately after each individual collection.</p> <p>Staff will only touch the bottom 1/3 of glass when pouring drink. Glasswasher door regularly sanitised. Fresh glass for every serve.</p> <p>Glasses washed at 55 degrees and above</p>	<p>JGC & SMT staff</p>	<p>During service</p>
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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.

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)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

If employees are advised they have come into contact with someone who has Covid 19 they should follow Test and Trace advice and not come to work. From 16th August those who have had both vaccinations will not need to isolate due to close contact.

Staff have a personal responsibility for themselves and their loved ones and to colleagues to help keep the risks of transmission to others as low as possible. All tasks can be completed distanced from others and employees should look ahead at plans and speak to the management team if they have any concerns about duties. Staff can make decisions about measures for themselves and should communicate with customers and colleagues where they feel there is a risk to themselves. Some control measures will be continued despite the lifting of legal requirements for the benefit of employees.

<p>Social Distancing</p>	<p>Lifting of legal limits on social distance measures.</p>	<p>Staff to make own decisions about distance they are happy with and ask others to step back and keep distance if preferred.</p>	<p>Staff may ask visitors to leave if their safety is at risk</p> <p>Staff have been offered personal visors if they wish to have one. Staff are not expected to have increased contact for periods of time or be in busy enclosed</p>	<p>All team members</p>	<p>Daily</p>
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			<p>spaces with public but visors and face coverings will be optional for staff if they wish. The maintaining of no queuing or waiting in the corridors reduces the risk to employees of close contact with others.</p> <p>The wearing of coverings is strongly encouraged (see page 9)</p>		
Staff Rotas	<p>Staff</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 still recommended between colleagues</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</p>	All team members whilst working on shift.	Daily.

			<p>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>Staff should keep windows open in areas they are working to improve ventilation particularly when working together.</p>		
Deliveries	Cleaning, Stationary, Refuse	<p>Deliveries recommended to still maintain distance to employees</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>	All team members whilst working on shift	Daily
Travel Transmission through travel to workplace (or venue for customers)	Staff Customers	<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</p>	<p>If using public transport all should follow current advice (encouraged to wear face coverings)</p>	Staff	Daily

		<p>Churchyard and via ramp to Ogle Street.</p> <p>The Centre has no business neighbours nearby.</p>			
<p>PPE Wearing of PPE for tasks</p>	<p>Staff</p>	<p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of 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><u>Wearing of Face Coverings</u></p> <p>For staff from 27th January 2022 the wearing of face coverings is a personal choice but is recommended and we will support employees but the wearing of face coverings is strongly encouraged in enclosed spaces. Additional</p>	<p>Gloves are available for use in areas where unknown public may have been when cleaning if employees wish to wear these. Handwashing is promoted to reduce contamination on surfaces. Wearing of gloves is not a substitute for good hand washing</p> <p>There are a number of other control measures in place to reduce the risk of transmission in the venue, with social distance still recommended for employees</p>	<p>Staff</p>	<p>Daily</p>

		<p>measures (no waiting) have been put into place to reduce the contact employees will have with others. There is currently no evidence that using face masks outside of a healthcare or clinical setting will protect people from coronavirus but will reduce the transmission to others.</p> <p>Inline with Government guidelines for those working in non-hospitality areas the wearing of face coverings is mandatory where staff will come into contact with public. If working alone in rooms or in the office staff can remove their face covering but must keep it to hand in case of visitors. This is due to the exerting nature of some tasks.</p> <p><u>Aprons</u> Single use aprons are provided for Beer Line Clean and PPE is not shared between staff.</p>	<p>to others and increased hygiene procedures in place.</p> <p>When wearing 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</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					
<p>Suspected or confirmed case of COVID 19 in the venue</p> <p>First Aid</p>	<p>Infection and spread of COVID 19</p> <p>Staff</p> <p>Customers</p> <p>Visitors</p>	<p>If someone becomes unwell with COVID-19 at work or in a group session the dressing room 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>If notified of a suspected case of COVID-19 or confirmed case of COVID-19 follow appropriate procedure and measures</p> <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>Each case will be reviewed on a case by case basis.</p> <p>Close work contacts of a positive case - employees will not be asked to</p>			<p>As necessary</p>

		isolate if had both doses of the vaccine			
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Any concerns with this risk assessment should be contacted to Centre Management or HSE's COVID-19 enquiries team – 0300 790 6787

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 — Rev Helen Chantry —

Employer — The PCC of the Ecclesiastical of Hucknall Torkard . Date _ 6th March 2021

Who to contact: Kim Pears 0115 963 9633 manager@johngodbercentre.co.uk



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.

Valid 2021

