



Kingston

Community Pavilion

COVID-19 Risk Assessment for re-opening Kingston Pavilion

A key part of this COVID-19 Risk Assessment was identifying “pinch points” where people cannot maintain social distancing. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette, where people remain for longer. Despite Step 4 and the associated unlocking, 2m social distancing should be encouraged in less well ventilated spaces to protect vulnerable people or where not possible 1m plus mitigation measures.

Important Notes:

1. This COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities and updated when necessary.
3. We acknowledge that this document has been produced using the ACRE July 2021 template as its basis.

Key Points

1. Coronavirus infection is acquired by 2 main routes

- a. Airborne droplets carrying the virus, which have been exhaled by an infected person. Coughs, sneezes & shouting increase the risk of passing on the infection and not all infected persons have symptoms. The virus can enter a person via the mouth, nostrils or eyes.
- b. Contamination of hands from touching a surface contaminated with the virus (for example, because an infected person has coughed or sneezed over it, or passed on the germs with their hands) and then touching your face (mouth, nostrils, eyes) with your contaminated hands.

2. Protect yourself from infection by 2 key methods – *you need to assume that everyone is infected, even though they are not*

- a. SOCIAL DISTANCING
- b. WASHING HANDS REGULARLY &/or USING HAND SANITISER
- c. WEARING of FACE MASKS can help protect others.

3. Meeting Organisers/ “Volunteers” – will be responsible for ensuring that the cleaning, social distancing and other practical measures outlined in this risk assessment are implemented before, during and after the meetings – **if they are willing to volunteer. There is no obligation on anyone to volunteer just because they have organised meetings in the past.**

- a. Prior to their first meeting in the Pavilion after lockdown, a member of the Pavilion Committee should meet with the Group Organiser (i.e. Volunteer) in the Pavilion to ensure they understand the requirements for their meeting to take place there.
- b. Should anyone develop symptoms of Covid-19 whilst in the Pavilion, they and other people present should be sent home immediately and advised to wash their clothes.

4. Keeping Covid-19 out of the Pavilion

- a. A sign that people can read clearly at the entrance, before entering the Pavilion, will be displayed instructing them not to enter if they have symptoms (or suspect that they have symptoms) of Covid-19.
- b. They should not enter if they or anyone in their household has had Covid-19 symptoms in the last 48 hours and that if they develop Covid-19 symptoms within 10 days of visiting the Pavilion they must seek a Covid-19 test and inform the Pavilion Committee if the test is positive.

5. Contractors: Cleaner & Maintenance workers – appointments should be made so that their presence does not coincide with that of meetings taking place in the Pavilion.

- a. They should arrive only with appointments for designated times.
- b. They should call from the car park or street outside the Pavilion, so that access can be arranged, social distancing maintained and come in to contact with as few people as possible.
- c. They should wear a face-mask whilst in the building, if others are present.

6. Users of the Pavilion who are over 70 or clinically vulnerable – from the 1st April 2021 the advice to “shield” has been paused. People should be aware that such individuals may attend an event at the Pavilion.

**Please note that there is a professional Cleaner who cleans the whole Pavilion once a week.
This usually takes place on Wednesday mornings.**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Additional Comments
<p>Staff, contractors and volunteers Work activity or situations that may cause transmission of the virus and likelihood anyone could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance for those unwell on a poster at the entrance and in the main meeting room. Volunteers are advised to wear a protective apron or overalls and gloves. Contractors provide their own. Volunteers are advised to wash outer clothes after cleaning duties. They should follow PHE guidance and PPE if deep cleaning is required.</p>	<p>Volunteers & Contractors may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants. Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>

<p>Staff, contractors and volunteers</p>	<p>Contractors & Volunteers who are either extremely vulnerable or over 70. Contractors or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Discuss situation with volunteers over 70 or who are vulnerable to identify whether protective clothing before they work is sufficient to mitigate their risks, or whether they should not work or volunteer for the time being.</p> <p>If necessary, seek a Volunteer or contractor under 70 and not vulnerable.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns if the arrangements are not working well.</p>
<p>Social distancing still advisable. Risk to hirers/event organisers and to those attending the Pavilion</p>	<p>Risk is people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle.</p>	<p>The hire conditions reflect these concerns.</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may continue to be needed e.g. to seating arrangements, which are a max of 25 in the main room.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements but to encourage respect for other people.</p> <p>Avoid raised voices or loud music so that people do not have to shout to be heard.</p>
<p>Exterior areas Inc. Car Park/paths/patio</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Encourage care and social distancing if/when queuing to enter.</p> <p>Cleaner & Volunteers asked to check area outside doors for rubbish, which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. We provide plastic gloves.</p>

<p>General Ventilation</p>	<p>Risk is increased when in a poorly ventilated room, especially for prolonged period</p>	<p>Open one or both windows in the kitchen.</p> <p>Leave kitchen hatch open to help ventilate main room.</p> <p>Prop open one of the outside doors (facing the Green/tennis court.</p>	
<p>Entrance hall /lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>The “pinch points” are the corridors and kitchen areas. Enter and leave by the main entrance as usual.</p> <p>There will be a Covid-19 Secure poster, QR code poster, hand sanitiser and bins at all entrances/exits.</p> <p>Door handles and light switches are to be cleaned regularly.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
<p>Main Room</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment. Screen. Commemorative photos, displays.</p> <p>Social distancing to be observed.</p> <p>Window curtains/blinds</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used are to be cleaned by hirers before use.</p> <p>Curtains are to be drawn at evening meetings by the hirer/volunteer during the dark nights.</p> <p>Some doors and/or windows should be opened to provide ventilation.</p> <p>25 chairs will be in the room with a suitable number of tables.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers and attendees are encouraged to wash hands regularly.</p>	<p>Hand sanitiser and bins are provided.</p> <p>Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched are less of a risk.</p>

<p>Upholstered seating</p>	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric.</p> <p>Wooden/metal parts can be cleaned and are more likely and more frequently to be touched, including when moving them.</p>	<p>Clean the wooden, metal or plastic parts regularly touched.</p>	<p>Indications are that virus spread is mainly aerosol based, so soft furnishings, not frequently touched are less of a risk.</p>
<p>Small meeting room/office</p>	<p>Social distancing more difficult in smaller areas Door and window handles, light switches</p> <p>Tables, chair backs and arms. Copier, laminator, shredder.</p>	<p>Numbers limited to 4.</p> <p>Surfaces and equipment to be cleaned before use.</p> <p>Open windows for ventilation, Wipe shared equipment etc. e.g. copier</p>	<p>Not available for individual hire.</p>
<p>Kitchen</p>	<p>Social distancing more difficult.</p> <p>Door and window handles, switches, Work surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery, Kettle/hot water boiler, Cooker/Microwave</p>	<p>No more than 3 people in the kitchen at any one time to ensure social distancing. The wearing of face-masks is also requested, especially for those over 70 or vulnerable.</p> <p>The kitchen windows MUST be opened during use.</p> <p>Hirers/volunteers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use and clean the work surfaces used.</p> <p>Hirers/volunteers are to bring their own tea towels and take them home to wash after use.</p> <p>Hand sanitiser, soap and paper towels will be provided.</p>	<p>Cleaning materials to be made available in clearly identified location, eg on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>If hirers and attendees bring their own Food and Drink, they should place items in the bins and/or take them home as appropriate.</p> <p>ALL rubbish in the bins should be taken away by the volunteer at the end of the meeting.</p>

<p>Store cupboards (inside)</p>	<p>Social distancing not possible. Door handles, light switch</p>	<p>Coffee morning group: handles & other items used to be cleaned before and after use. Bridge, DVD & paper goods cupboard: handles & other items used to be cleaned before and after use.</p>	<p>These cupboards are both accessed from Main room</p>
<p>Utility Room</p>	<p>Social distancing more difficult. Door handles in use. Equipment needing to be moved not often in use</p>	<p>Not to be used except by the contracted Cleaner and only when necessary/emergencies to access utilities by Committee members and contractors. Hirers/volunteers can access only if they require items stored in there.</p>	<p>Accessed from the Main room.</p>
<p>Main Corridor Toilets</p>	<p>Surfaces in frequent use = door handles, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. Shower</p>	<p>Hirer/volunteer to clean all surfaces likely to be used before attendees arrive. Ensure soap and toilet paper are regularly replenished, and hirer/volunteer knows where to access for re-stocking if needed. There are hand-dryers in each of the toilets.</p>	<p>Use only the toilets in the main corridor. The door to the changing room corridor will remain locked. Access to the changing room corridor will not be permitted without prior permission from the Pavilion Committee. The contracted cleaner will carry out designated tasks on the shower.</p>
<p>Changing Rooms</p>	<p>Social distancing more difficult. Door handles, clothes, hooks, benches.</p>	<p>May be used by footballers or as a cloakroom on agreement with committee. The contracted cleaner should clean them if they have been used.</p>	<p>Currently not available for individual hire. Can be used on request with Booking Secretary.</p>
<p>Referee's Room</p>	<p>Surfaces in frequent use. Door handles, shower, basin, mirror, coat hooks, etc.</p>	<p>May be used on agreement with committee. The contracted cleaner should clean them if they have been used. Cleaner to carry out the designated tasks on the shower.</p>	<p>Currently not for hire. Committee to be informed if/when they are used, so that Cleaner can be made aware.</p>

<p>Changing Room Corridor Toilets</p>	<p>Surfaces in frequent use. Door handles, basins, toilet handles, seats, mirror etc.</p>	<p>Tennis Coach to clean all surfaces likely to be used when using the toilet, before attendees arrive.</p> <p>Ensure soap and toilet paper are regularly replenished, and hirer/volunteer knows where to access for re- stocking if needed.</p> <p>It is recommended to wash hands before and after use of the toilets. There are hand-dryers in each of the toilets.</p>	<p>To be used only by the tennis coach & his pupils when there is a function or other group in the main room or small meeting room and the changing room is not being used as a cloakroom.</p> <p>The internal door to the changing room corridor will be opened and then locked by the Tennis Coach, remaining locked.</p> <p>Access to these toilets will be permitted to the Tennis Coach & pupils from the external door, which will be opened and locked immediately before and after use by the Tennis Coach.</p>
<p>Events/Booking</p>	<p>Handling cash and tickets. Too many people arrive</p>	<p>Online booking to use the Pavilion is available and deposits can be made by cheque or BACS.</p>	<p>Events such as BBQ's, etc are subject to a specific risk assessment provided to the Pavilion Committee and/or KPC as necessary, taking into account Government & local guidelines.</p>
<p>External storage cupboard 1 Football & Tennis equipment</p>	<p>Social distancing more difficult. Door handles in use. Equipment needing to be moved and set up.</p>	<p>Access by football coaches and footballers is usually on Saturdays & Sundays.</p> <p>We allow access to the cupboard, but without access to the Pavilion itself.</p> <p>It is difficult to clean all the football & tennis equipment properly, so the focus is on use of hand-sanitiser before and after use of the equipment. Only 2 people should access the cupboard i.e. the coaches. Although they are asked to bring their own hand-sanitiser, there is a hand sanitiser dispenser on the inside of the cupboard door and signage on the outside.</p>	<p>Footballers/teams to perform their own risk assessment in line with FA guidelines.</p> <p>The Pavilion is not used by this football group.</p>

<p>External storage cupboard 2 BBQ equipment, etc.</p>	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved and set up.</p>	<p>Access required for external events on St Pancras Green. To be organised through Pavilion Committee members only.</p> <p>Event organisers; only once a specific event is approved by the Pavilion and/or KPC as necessary. Access will be necessary twice a year for maintenance of the roof sprinklers. The focus is on use of hand sanitiser before and after use of the equipment.</p>	<p>Hand sanitiser dispenser is available on the inside of the cupboard door and signage on the outside.</p>
<p>External Taps x 2</p>	<p>Tap handles, covers & dog bowl.</p>	<p>Sanitisation of hands, before and after use of these taps and/or the dog bowl are strongly advised. Signage will reinforce that message and advise not to use if the person does not have sanitiser with them.</p>	<p>People should NOT drink directly from the taps.</p>

In the event it is discovered that someone became unwell with suspected Covid symptoms whilst in the Pavilion or who has tested positive within 10 days of being in the Pavilion, the following people should be informed immediately, so that the Pavilion Committee can take the necessary action

1. Track and Trace system (by the individual concerned)
2. The meeting Organiser/Hirer
3. One of the following Pavilion Committee Members:
Only one person needs to be contacted – you don't need to contact all three
 1. Terry Krejzl 07976 914109
 2. Fiona Harrison 01273 475148
 3. Jerry Sinclair 07966 320310