

**BURWASH WEALD AND COMMON MEMORIAL FUND PLAYING FIELDS TRUST
AND BURWASH COMMON PAVILION BAR LTD.
COVID RISK ASSESSMENT AND GUIDELINES FOR USERS**



Risk Assessment for Opening the Playing Fields and Pavilion to the Public

Version Control

Issue Date	Version Number	Issued by	Changes
9 July 2020	1	G LEWIS	Original
10 July 2020	2	G LEWIS	Added note re use of chairs to avoid need for sanitising
16/07/20	3	G LEWIS	Updated Playground Guidance after discussions with H Keep

THIS IS A LIVE DOCUMENT. IT WILL BE UPDATED AND CONTENT MAY CHANGE WITH GOVERNMENT GUIDANCE

The government requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document relates to opening up Burwash Weald & Common Playing Fields and Pavilion for use by the Public, Sports Clubs and Private Hirers

It also covers actions relating to contractors working at the site, including cleaners

Items for Hirers to consider in their own assessment are in red

Risk Assessment: GENERAL	Date completed: 09/07/20	Last Review date:
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Area of Focus	Controls required	Additional information / Actions taken	Action? / Hirer Take Note	Completed – by & date
Access to PLAYING FIELDS Ensure general safety, and minimise low-level interactions. Identify attendees?	Low-contact access to and from the field	Boundary Edge entrance is tight	2m Tape on gate	
		Car Park and Pavilion Access Gates are large	Accessible Car Park Gates can be shut for children’s events but must be wiped by hirer after reopening	N/A
	Use of Adult Exercise Equipment	Allowed, in line with government guidance BUT we cannot keep clean or provide sanitiser.	Appropriate Signage	DE 4/7/20
			Include advice to vulnerable people	
	Use of Children’s Playground	When we locked the playground earlier in the crisis, parents lifted their children over the fence and they played without any precautions	On balance, opening when the infection risk is low is preferable to the physical risks of keeping locked	Reviewed GL 16/7/20
			Signage to include advice to vulnerable adults not to use	
			Appropriate Signage as adult + number of families	
	Identification of Users	This is an open area, traversed by Public Footpaths. We cannot keep a record of general users	In the event of a notification, use the e-bulletin and Facebook pages to notify possible contacts	Ongoing
Action in the event of a case linked to the Playing Fields or a local lockdown	We have previously locked the gates to the car parks and playground, and have fenced off the exercise equipment	Repeat previous actions if needed	Ongoing	

Area of Focus	Controls required	Additional information / Actions taken	Action? / Hirer Take Note	Completed – by & date
Access to PAVILION Ensure general safety & and minimise low-level interactions. Identify attendees	One point of entry to the building clearly identified.	Main door is obvious. Snooker Hall has own entrance and there is a sign available indicating this.	None Specific	N/A
	Queuing Distancing	We will trial tape markers	Put down tape on path and Terrace	
	Maintain 1 way traffic	For most events this is easy as the traffic is only 1 way – in at the beginning and out at the end – but ‘open’ sessions such as elections, exhibitions need it	For events needing a 1 way system, ensure both main door and Terrace doors are open	HIRER
	Buildings have been aired before use.		Building Aired	GL 9/7/20
	Check for animal waste and general cleanliness.	Building has been kept clean during Lockdown		N/A
	Ensure water systems are flushed through before use.	This is to reduce the risk from water-borne disease	Flush all hot and cold systems	GL 6/7/20
	Switch on and check electrical and heating systems if needed.		All systems working	GL 6/7/20
	Total Numbers and Distancing	The hall has been marked with 2m squares – there are 5 lengthways and 2 across the hall. See video here: https://youtu.be/mSZi6vXnSvk	Hirer to Review Layout Plan to decide appropriate numbers	HIRER
	Identification of attendees	Records are required to enable Track and Trace of persons who have been in contact with someone who has tested positive for the virus.	Hirers MUST keep a record of who has attended (noting that GDPR must be followed and that participants can opt out) for 21 days	HIRER

Area of Focus	Controls required	Additional information / Actions taken	Action? / Hirer Take Note	Completed – by & date
PAVILION Avoiding Contact Transmission	Remove general literature.		None obvious	GL 9/7/20
	Hand Sanitiser at entrance	We will provide a dispenser	Hirer to ensure attendees use on entering the building	HIRER
		We are trialling a wall mounted, contactless dispenser	GL to affix to wall if it proves successful	
		Spare sanitiser in storage area	Caretakers to keep approx. 100ml in dispenser(s)	Ongoing
	Put up notices to remind visitors about important safe practices	e.g. no physical contact, practice hand washing etc.	We recommend that Hirers have their own notices	HIRER
	Maintaining cleanliness of surfaces	Ideally, a minimum of 48 or even 72 hours between hires as this avoids the need for additional cleaning	If we have <48 hours, Caretakers to wipe all handles	Ongoing
			Keep chairs in marked stacks for each regular group	
	Cash	All payments by BACS or card	GL to give AH access to payment system for card sales.	
	Minimising access of 'other areas'	Only accessible toilet to be used. (OK with low numbers). Snooker club to use only the adjacent Changing Room toilet.	Hirer to inform attendees	HIRER
			Only one person in bar area. Responsible for cleaning afterwards	Bar Volunteers to note
Only 1 person to use kitchen, and to wipe it after use			Hirer responsible for wiping kitchen equipment/surfaces after use	HIRER

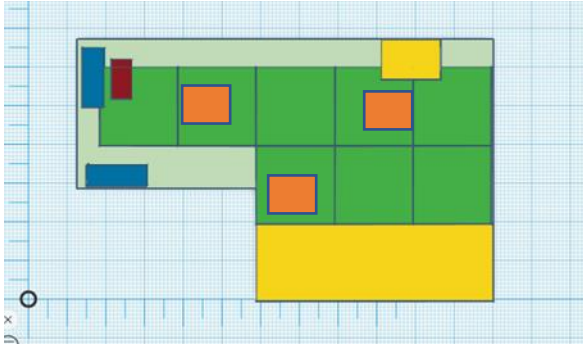
Area of Focus	Controls required	Additional information / Actions taken	Action? / Hirer Take Note	Completed – by & date	
PAVILION Avoiding Aerosol Transmission	Flow of people	Given the low numbers that can be admitted, this is not considered a problem IF we can rely on them to exit smoothly.	Hirer to supervise exit to maintain distancing	HIRER	
	Clearly mark Halls and passageway to maintain distancing.	Hall has been done.		GL 9/7/20	
			Passageway and Snooker Room if appropriate		
	Encourage use of masks	The efficacy of the use of masks is debated but it is better to err on the side of caution.	Hirer to follow government guidance	HIRER	
	Building to be aired	Wherever possible the area in use should be ventilated as much as possible	All doors and windows in areas used to be opened at start of Hire and closed at end BY CARETAKER ONLY		Ongoing
		This will increase sound transmission	NO 'noisy' events after 7.00pm		HIRER
	Discourage use of gloves	Gloves are NOT safe for the wearer or others	Hirers to ensure that attendees do not wear gloves (or, if they do, that they are sanitised as thoroughly as hands)		HIRER
Cleaning	Check provisions	Soap, toilet paper, etc.	Caretakers	Ongoing	
	Waste bins	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.	Routine	N/A	
Cleaning after known exposure to someone with Coronavirus symptoms	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	The building will be closed for 72hours with no access permitted, and then a further 24 hours for cleaning.	Hirers to note that this is a known risk and we cannot be held liable for any consequential loss beyond a refund of the hiring fee and any deposit	HIRER	
		Public Health England guidance available here.			

FLOOR PLAN

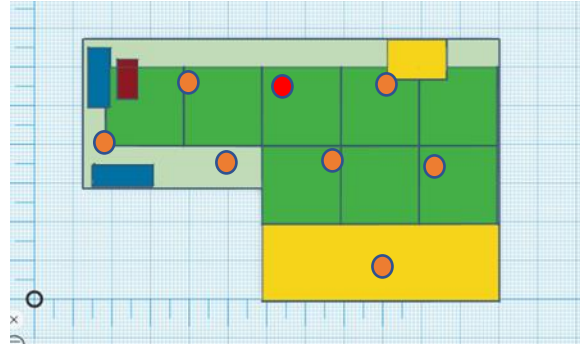
You can use this to try out different layouts. Some examples are given

The marked 2m squares are in green. The marked walkway and fire exit area are in yellow. Pale Green is available but not whole 2m squares. Blue is the sofas and brown the heavy table

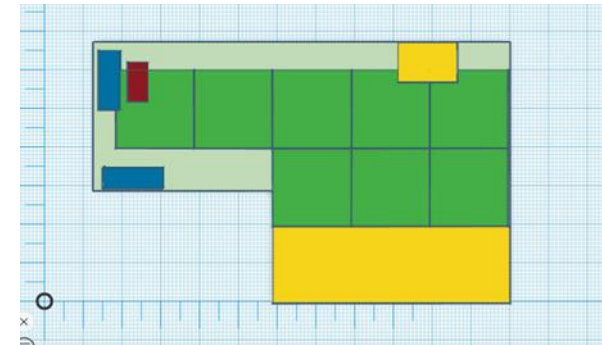
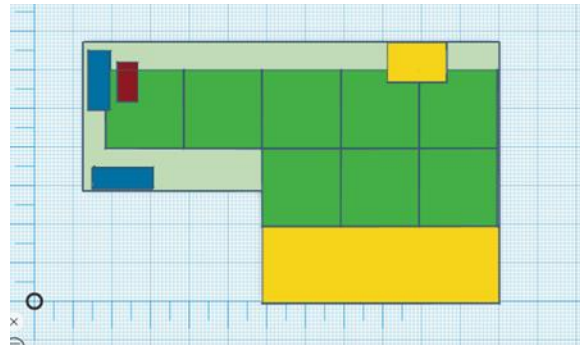
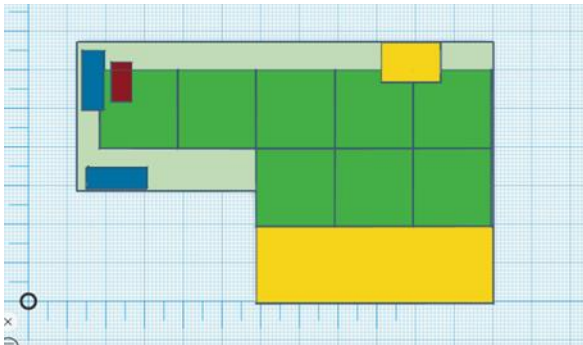
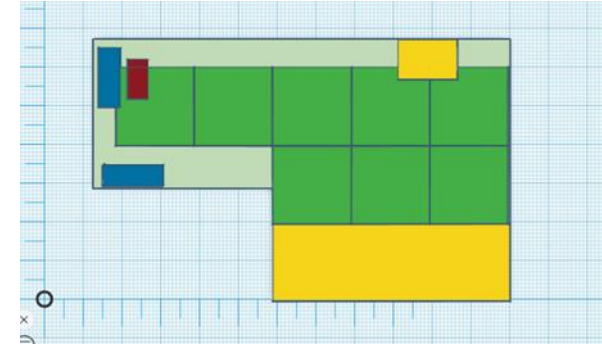
A small folding table and four chairs occupies one 2m square.



Layout for tables of 4 with 2m distancing



Layout for a low energy fitness group with 2m distancing (Instructor in red)



Form that can be used by Hirers as a basis for their own Risk Assessment. Either this or a similar document MUST be completed by any hirer.
 The General Assessment in the rest of this document should be read and actions taken summarised here, as well as any additional actions

Event/Group:	Date completed:	By:
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