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

**Version Control**

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| 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

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| **Risk Assessment: GENERAL** | **Date completed: 09/07/20** | **Last Review date:**  |

| **Area of Focus**  | **Controls required**  | **Additional information / Actions taken** | **Action? / Hirer Take Note**  | **Completed – by & date** |
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| **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 |
| Currently closed for maintenance but will be as adult above with request for maximum two families at a time | 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 |
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| **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 |
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| **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 | Ongoing |
| Only 1 person to use kitchen, and to wipe it after use | Hirer responsible for wiping kitchen equipment/surfaces after use | HIRER |

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| **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.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) |  |  |

**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.

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Layout for tables of 4 with 2m distancing Layout for a low energy fitness group with 2m
 distancing (Instructor in red)

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**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

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| **Event/Group:** | **Date completed:**  | **By:**  |

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