

**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
07/06/21	4	G Lewis	Changes to Government Guidance

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: 7/6/21
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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 but short duration contact no longer regarded as risky. Car Park and Pavilion Access Gates are large		
	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
	Use of Children's Playground	On balance, opening when the infection risk is low is preferable to the physical and mental health risks of keeping locked	Appropriate Signage	Reviewed GL 16/7/20
	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	Tape markers are in place	Replace if and when required	
	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 may 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 17/5/21
	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 17/5/21
	Switch on and check electrical and heating systems if needed.		All systems working, except heating – plumber called	GL 17/5/21
	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 for current guidelines	HIRER
	Identification of attendees	Records are currently required to enable Track and Trace of persons who have been in contact with someone who has tested positive for the virus.	Hirers MUST currently 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 - <i>Now considered low risk</i>	Hand Sanitiser at entrance	As long as it is required, we will provide a dispenser	Hirer to ensure attendees use on entering the building if required	HIRER
		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	This is now considered less necessary for Covid but may be needed for future disease control	If needed and we have <48 hours between groups, Caretakers to wipe all handles	Ongoing
	Cash	Payments by BACS or card preferred	Card system installed	GL 17/5/21

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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.	All done.		GL 9/9/20
	Use of masks		Hirer to follow government guidance	HIRER
	Building to be aired	Wherever possible the area in use should be ventilated as much as possible	Open windows and doors as appropriate	HIRER
		This will increase sound transmission	NO 'noisy' events after 7.00pm	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.		

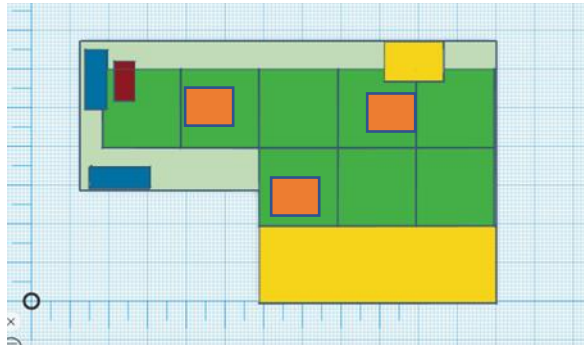
FLOOR PLAN

You can use this to try out different layouts. Some examples are given for when the guidance required 2m distancing

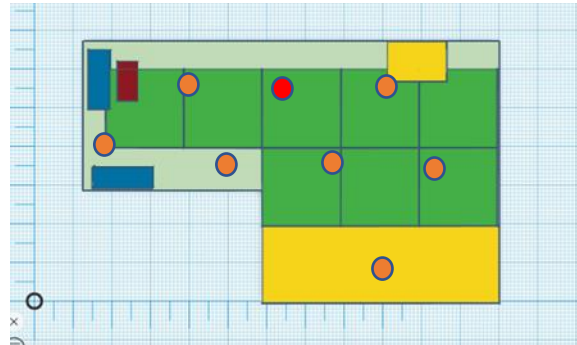
The marked 2m squares are in green. The marked walkway and fire exit area are in yellow. Pale Green is available but not whole 2m squares.

Blue is the sofas and brown the heavy table

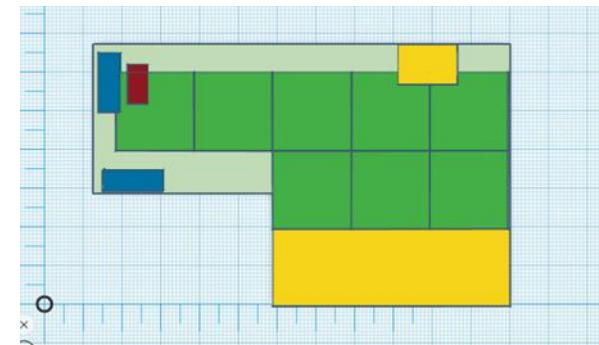
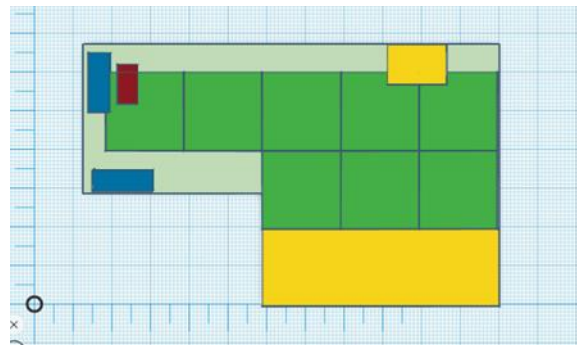
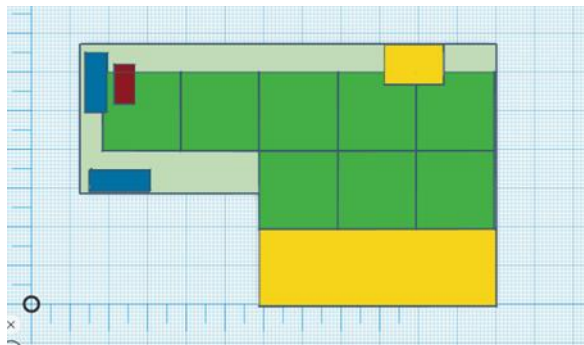
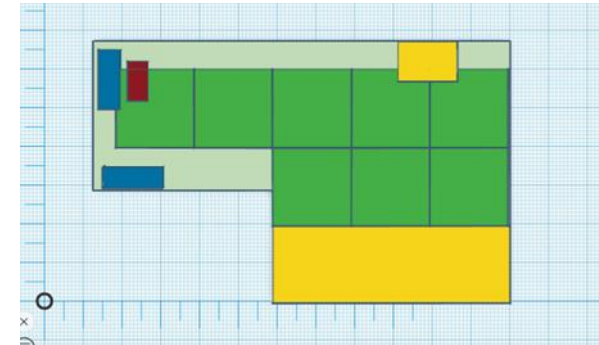
A small folding table and four chairs occupies one 2m square.



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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