

Scaynes Hill Millennium Village Centre

Opening Risk Assessment

Updated: 20 November 2021

Multiple Uses	<p><i>All user groups will be responsible for ensuring they comply with government guidance and legislation.</i></p> <p><i>The trustees will require a risk assessment/procedural document for all groups before they restart in the centre</i></p>
Flow controls	<p><i>Fire doors can be open to allow entry and exit</i></p>
Social Distancing	<p><i>All users are responsible for ensuring social distancing, in line with government guidelines, is respected.</i></p>
Chairs & Tables	<p><i>plastic chairs are available</i></p> <p><i>Avoid using chairs when possible</i></p>
Hand hygiene	<p><i>Soap will be provided and blown air hand driers are available.</i></p> <p><i>Users will be encouraged to bring hand sanitiser. A back up dispenser has been installed in the lobby area.</i></p>
Water	<p><i>Users requested to bring their own water containers.</i></p>
Kitchen	<p><i>Kitchen surfaces should be cleaned before and after use.</i></p>
Touch surfaces	<p><i>User groups are advised to disinfect surfaces likely to be touched before and after every session</i></p> <p><i>Users to provide their own cleaning materials</i></p> <p><i>The centre will provide a backup supply.</i></p> <p><i>The centre will be cleaned more frequently.</i></p>

Ventilation	<i>Users to be encouraged to open doors and windows during sessions</i>
Access control	<i>The centre access uses a touch keypad. This should be wiped with a disinfectant before and after use. If not possible hands to be washed/sanitised immediately. Exit is via a push pad – this should also be cleaned frequently. Users can use their elbow rather than their hands.</i>
Exercise Classes	<i>These should comply with current government guidelines</i>
Infected individuals	<i>Users required to carry out triage check before all sessions – confirming that participants have not been in contact with Corona Virus or someone self isolating in the last 10 days, Have not had the virus in the last 7 days, Are not showing any symptoms – new cough, loss of taste or smell.</i>
Track & Trace	<i>All users groups to keep contact information for all their members/clients for 3 weeks. This information to be made available to “track & trace” if requested.</i>

This document will be updated in the light of any changes in guidance or additional issues being identified. Any user group found not to be complying will not be permitted use of the centre.

A copy of this document can be found on the village centre web site www.scayneshillcentre.org