

Scaynes Hill Millennium Village Centre

Opening Risk Assessment

Updated: 2 October 2020

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> <p><i>Using outstretched arms to estimate a 2 metre circle is suggested.</i></p> <p><i>Indicative markings at 2.5m have been placed in the main hall. Users should still be aware of those around them and maintain their distance.</i></p>
Chairs & Tables	<p><i>Only plastic chairs to be used</i></p> <p><i>Avoid using chairs when possible</i></p> <p><i>Clean all touchable surfaces of all chairs and tables taken out of the store cupboard.</i></p>
Hand hygiene	<p><i>The washroom doors should be wedged/hooked open. 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>The kitchen will be closed – sign on door</i></p>
Touch surfaces	<p><i>User groups required to disinfect all 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 – focusing on contact surfaces with anti-viral spray.</i></p>
Ventilation	<p><i>Users to be encouraged to open doors and windows during sessions</i></p>
Access control	<p><i>The centre access uses a touch keypad.</i></p> <p><i>This should be wiped with a disinfectant before and after use. If not possible hands to be washed/sanitised immediately.</i></p> <p><i>Exit is via a push pad – this should also be cleaned frequently. Users can use their elbow rather than their hands.</i></p>
Exercise Classes	<p><i>All hirers must adhere to government and regulatory body guidelines.</i></p>
Infected individuals	<p><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 14 days, Have not had the virus in the last 7 days, Are not showing any symptoms – new cough, loss of taste or smell, temperature above 37.6C</i></p>
Track & Trace	<p><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></p> <p><i>This information should only be used for track and trace and destroyed after 3 weeks unless specific consent has been given by the individual to retain it.</i></p> <p><i>All adults spending more than 15 minutes in the centre to be encouraged to scan the QR code using the track & trace App</i></p>

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