

SOVEREIGN CENTRE COVID-19 RISK ASSESSMENT - 08.03.2021					
Area / site:	YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA	Assessment by:	Jonathan Dobson, Disability Service Manager	Date completed/updated:	08/03/2021
Review Date:	April 2021	Red – high risk Yellow – medium risk Green – little or no risk			
Sources used:	<ul style="list-style-type: none"> https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities#core-principles-for-safely-reopening-community-facilities 				
Background	Although restrictions are being lifted from 08/03/2021 (schools returning) many/most existing 'lockdown' restrictions are still in place.				

This risk assessment is to be used in conjunction with the existing building risk assessment and any service specific risk assessments that are carried out.

PEOPLE AT RISK	TIME & AREA	RISKS	DESCRIPTION OF MEASURES IN PLACE	PREVENTATIVE ACTION	RISK AFTER PREVENTATIVE ACTION
Staff Service users Visitors	All areas inside	<ul style="list-style-type: none"> Transmission of COVID 	<ul style="list-style-type: none"> Centre is cleaned every evening by contracted cleaners. Risk assessments for services (YMCA and external) are in place. Existing H&S systems are in place and monitored. External users/hirers are not allowed to use site. Staff monitor and update according to government guidance. There is good washing and hygiene facilities and equipment in place. 	<ul style="list-style-type: none"> Keep social distance of 2m at all times as far as practically possible. Wash hands more frequently with soap and water. Ventilate rooms – let fresh air in using windows and doors. Visitors wear face coverings inside building. Young people/service age 11 and over users wear face coverings unless they are exempt. Staff wear face coverings in all transition/communal areas of the building including reception and/or when/where social distancing of 2m cannot be maintained. 	<ul style="list-style-type: none"> Reduced number of users on site/areas. Gradual return of children and young people to site. Check lists and audit in place to check and challenge behaviour.

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			<ul style="list-style-type: none"> Duty office rota in place to monitor and challenge behaviour. 	<ul style="list-style-type: none"> Group sizes of young people must not exceed 15. Clean frequently used/touched surfaces 2 time/day with normal cleaning products. Working areas have limits to numbers of people working in them printed on the door. 	
Staff Service users Visitors	All areas/service	<ul style="list-style-type: none"> Outbreak of COVID 	<ul style="list-style-type: none"> Limited numbers of people on site Staff sickness policy in place and line management Staff have procedures in place to notify CEO of any outbreaks and relevant agencies – PHE, Ofsted. Incident register records infections/outbreaks. 	<ul style="list-style-type: none"> Share guidance and instruction that no one should come to site if they have symptoms or have had close contact with someone who has confirmed COVID. Encourage staff to have vaccine. Staff/users who has positive test should report to Senior manager to investigate and respond – person must isolate for at least 10 days. People vulnerable to COVID should discuss plan with line manager. 	<ul style="list-style-type: none"> Limited people on site will reduce risk.
Staff Service users Visitors	Communal areas Entrance, Reception Area and Corridors Toilets	<ul style="list-style-type: none"> Transmission of COVID Staff/Customers enter the building with COVID-19 symptoms Social distancing is not maintained COVID-19 is brought in on food, equipment or other items Non-essential travel and 	<ul style="list-style-type: none"> Hand washing and hand sanitiser available at site. Face covering available to people who do not have them. Sign in procedure will help track and trace. There is good ventilation of most areas. Management to limit number of staff and services using the building at one time. 	<ul style="list-style-type: none"> Signage added to front door to inform and guide. All staff to wash hands upon entering the building Sovereign Centre risk assessment to be shared with all staff Glass screen across reception desk will be shut where possible but will be open when public are using the building to allow for public to be directed correctly. Duty officers to clean high contact areas such as door entry key pads, door handles and light switches every 3 hours 	<ul style="list-style-type: none"> Gradual return of YMCA children/young people services.

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		<p>social interaction guidelines not followed by staff and families</p>		<ul style="list-style-type: none"> • Staff to wash hands after collecting deliveries, equipment or other items that are brought in to the centre • Staff should limit possession brought into work and not to be shared with others • Staff to complete coronavirus and infection control training prior to returning to work • Protocols and signage to be displayed within building and rooms • Staff to work from home where reasonable and practical. • Duty officers to be informed of additional cleaning responsibilities • All staff informed to stay at home for 10 days if they present with COVID-19 symptoms 	
<p>Staff</p>	<p>Reception office Upstairs office</p>	<ul style="list-style-type: none"> • Transmission of COVID • COVID-19 is transmitted via hard surfaces, computer and telephone equipment • Social distancing is not maintained • Any vulnerable staff at additional risk 	<ul style="list-style-type: none"> • Office areas are well ventilated and have limited numbers of people in them. • Desk plan in place limiting number of people in any one area. • Staff informed to clean desk areas upon arrival and leaving the desk • Posters on doors to highlight maximum number of people permitted in the office 	<ul style="list-style-type: none"> • Staff to work from home where reasonable and practical. • Desks, where possible, should not face each other • Desk plan in place that limits number of staff in any one working area. • Use windows to ventilate area. • Use cleaning products available to clean desk when you leave. • Cleaning equipment to be available in each office • Room capacity and social distance Signage to be displayed • Duty officers to clean high contact areas, such as door handles, printers, filing cabinets 	<ul style="list-style-type: none"> • Staff are returning to work but still using desk plan

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				<ul style="list-style-type: none"> Managers discuss and agree staff coming into the office prior to arrival. Centre manager to coordinate a rota of staff using office space if demand is high. Any staff that are identified as vulnerable to be encouraged to work off site when possible and to follow guidance for Covid secure workplaces. Senior staff and Duty officer to enforce social distancing and challenge any non-essential office use. 	
Staff	Kitchen Drop in Kitchen	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging Social distancing is not maintained 	<ul style="list-style-type: none"> The kitchen is accessed by staff only. Kitchen is cleaned every evening. There is good hand washing and cleaning equipment and facilities. The room is large and well ventilated. Bins are emptied every evening. 	<ul style="list-style-type: none"> Windows to be opened when kitchen in use Maximum of 2 staff to use the kitchen at one time, and maintain at least 2m social distancing at all times. Communal equipment/surfaces such as kettles, microwaves, dishwashers etc. cleaned using daily check list. Duty officers to be informed of additional cleaning responsibilities Room capacity, no entry and social distance signage to be displayed Staff to be informed of requirements and expectations prior to using the kitchen 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging Social distancing is not maintained
Staff Service users	Drop in Michael Palmer room Sports Hall Dojo	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained 	<ul style="list-style-type: none"> Services using these rooms are to carry out their own risk assessments prior to services recommencing. Room is well ventilated. 	<ul style="list-style-type: none"> No external users use the site in lockdown. Signage to be displayed to encourage social distancing and regular hand washing 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained

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			<ul style="list-style-type: none"> The external fire escape door in the sports hall can be used to prevent service users having to walk through main corridors. Sports hall partition doors to remain closed Cleaning to be carried out each evening when in use. 	<ul style="list-style-type: none"> When in use - Duty officers should clean high contact areas such as door handles, key pads and work surfaces every 3 hours. If a room is in use it is the responsibility of the user to clean high touch areas. Service risk assessments to be completed. Duty officers to be informed of additional cleaning responsibilities Room capacity, no entry and social distance signage to be displayed Communication around entry points to be communicated by service managers, prior to service restarting 	
<p>Staff Service users</p>	<p>Outside play area</p>	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained 	<ul style="list-style-type: none"> Large spacious outdoor area can be used safely – keeping social distance and ventilated/ outdoors. Services wanting to use the outside play area to carry out own risk assessment Outside area are locked to external users. 	<ul style="list-style-type: none"> Services to carry out own risk assessments Socially distance signs to be displayed Social distance. 	<ul style="list-style-type: none"> Outdoors is low risk and can be used happily and restrictions are easy to maintain

[https://ymcaeast Surrey.sharepoint.com/sites/Children/Shared Documents/Admin/General/COVID-19/Risk assessments \(mastercopies only - see AllStaff\)/Sovereign Centre COVID-19 Risk Assessment - 08.03.2021.docx](https://ymcaeast Surrey.sharepoint.com/sites/Children/Shared Documents/Admin/General/COVID-19/Risk assessments (mastercopies only - see AllStaff)/Sovereign Centre COVID-19 Risk Assessment - 08.03.2021.docx)

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