

Coronavirus (COVID-19) Risk assessment		
Establishment: YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA	Assessment by: Stuart Cox Update completed by: Stuart Kingsley	Updated: 3 September 2020
	Red – high risk Yellow – medium risk Green – little or no risk	Review Date: 1 November 2020

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 who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
Service Users	All areas inside	<ul style="list-style-type: none"> Adhering to government guidance of face coverings to be worn inside youth centres and community centres. 	<ul style="list-style-type: none"> Masks to be worn by young people throughout the session unless they are exempt from wearing one Users to wear masks of entering building 	<ul style="list-style-type: none"> Staff to insure that disposable masks are available for staff and young people at sessions Staff to ask young people to wear a mask to come to the session unless they are exempt from wearing one Masks to be put on outside the setting and only taken off at the end of a session – if masks need to be taken 	<ul style="list-style-type: none"> Adhering to government guidance of face coverings

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				<p>off during a session then this must be done only by the individual and they must wash their hands first.</p> <ul style="list-style-type: none"> • Hands must be washed before putting on a mask as well • Disposable masks must be disposed of at home or in the correct bins the same as PPE Equipment • Hirers to enter building with masks on and to be removed for exempt activities. 	
<p>Staff Service users</p>	<p>All areas</p>	<ul style="list-style-type: none"> • Adhering to government guidance of rule of 6 	<ul style="list-style-type: none"> • New law prohibiting social gatherings of more than six people come into effect from Monday 14 September. 	<ul style="list-style-type: none"> • Ensuring all groups adhere to rule of 6 except for exempt groups. Duty Officer to challenge groups who do not follow the agreed rules. 	<ul style="list-style-type: none"> • Adhering to government guidance of rule of 6

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<p>Staff Service users</p>	<p>Entrance, Reception Area and Corridors</p>	<ul style="list-style-type: none"> • 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 social interaction guidelines not followed by staff and families 	<ul style="list-style-type: none"> • All staff informed to stay at home for 10 days if they present with COVID-19 symptoms • All staff to be informed if anyone in their household has symptoms they are to remain at home for 14 days • Duty Officer to be aware of symptoms and to challenge those who present symptoms. • Front door to be on automatic with both doors unlocked to allow public/staff to enter and follow the marked arrows. Only public who have been approved to enter e.g. hirers will be permitted. • Signage added to front door to inform them we will not allow anyone with COVID-19 	<ul style="list-style-type: none"> • Sovereign Centre risk assessment to be shared with all staff • Staff to complete coronavirus and infection control training prior to returning to work • Protocols and signage to be displayed within building and rooms • Staff encouraged to work from home as much as possible • Duty officers to be informed of additional cleaning responsibilities • Managers to identify area where staff can store belongings such as coats and bags 	<ul style="list-style-type: none"> • 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 social interaction guidelines not followed by staff and families

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			<p>symptoms to enter the building.</p> <ul style="list-style-type: none"> • Signage added to front door, internal doors and in reception area to promote social distancing. • Anti-bac gel to be available upon entering the building. • All staff to wash hands upon entering the building • All individuals coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. • 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. 		

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			<ul style="list-style-type: none"> • Duty officers to clean high contact areas such as door entry key pads, door handles and light switches every 3 hours • Management to limit number of staff and services using the building at one time. • All individuals coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. • Staff should limit possession brought into work and not to be shared with others • Staff to wash hands after collecting deliveries, equipment or other items that are brought in to the centre 		
Staff Service users	Toilets	<ul style="list-style-type: none"> • COVID-19 is transmitted via 	<ul style="list-style-type: none"> • Deep cleaning of the toilet areas to happen 	<ul style="list-style-type: none"> • Duty officers to be informed of 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard

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		<ul style="list-style-type: none"> hard surfaces in toilet areas Social distancing is not maintained Staff/service users do not wash hands effectively. 	<p>every evening and clear records to be kept</p> <ul style="list-style-type: none"> Duty officers to clean high contact areas (door handles, taps, toilet flush etc.) every 3 hours Effective hand washing poster to be displayed above sinks Alternative toilets and sinks to be used to promote social distancing 	<p>additional cleaning responsibilities</p> <ul style="list-style-type: none"> Centre manager to mark off every other toilet and sink Handwashing posters to be displayed 	<p>surfaces in toilet areas</p> <ul style="list-style-type: none"> Social distancing is not maintained Staff/service users do not wash hands effectively.
<p>Staff</p>	<p>Reception office Upstairs office</p>	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces, computer and telephone equipment Social distancing is not maintained 	<ul style="list-style-type: none"> Office to be only used by staff who have pre-booked a desk. Delivery staff, and service users should limit their access in to the office area. Centre manager to identify which desks can be used that maintain at least a 2m social distance. Other desks to be marked off. Desks, where possible, should not face each other 	<ul style="list-style-type: none"> Centre manager to identify desk and mark off ones not to be used Cleaning equipment to be available in each office Room capacity and social distance Signage to be displayed Managers approve staff coming into the office prior to arrival, and inform 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces, computer and telephone equipment Social distancing is not maintained

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			<ul style="list-style-type: none"> • 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 • Staff who can work from home should be encouraged to do so. • Duty officers to clean high contact areas, such as door handles, printers, filing cabinets • The downstairs office should not be used as a route to the kitchen. Staff should use Michael Palmer room door where possible. However when I session is running, staff will be permitted to access the kitchen through the office. • Windows to be opened when using the upstairs office 	<ul style="list-style-type: none"> • staff to pre-book a desk using the desk rota if needed. • Centre manager to coordinate a rota of staff using office space if demand is high • Duty officer to enforce social distancing and challenge any non-essential office use. 	
Staff	Kitchen	<ul style="list-style-type: none"> • COVID-19 is transmitted via 	<ul style="list-style-type: none"> • The kitchen should be accessed by the 	<ul style="list-style-type: none"> • Duty officers to be informed of 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard

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	<p>Drop in Kitchen</p>	<p>hard surfaces and communal equipment and/or food products and packaging</p> <ul style="list-style-type: none"> Social distancing is not maintained 	<p>Michael Palmer room only, unless a class is running and then staff are permitted to use the office.</p> <ul style="list-style-type: none"> The kitchen to be accessed by staff only. Maximum of 2 staff to use the kitchen at one time, and maintain at least 2m social distancing at all times Communal equipment such as kettles, microwaves, dishwashers etc. should be cleaned prior and after use Food preparation should be for personal consumption only, and all utensils and equipment cleaned prior to leaving the kitchen area. Kitchen to be deep cleaned every evening. Bins to be emptied every evening 	<p>additional cleaning responsibilities</p> <ul style="list-style-type: none"> Room capacity, no entry and social distance signage to be displayed Staff to be informed of requirements and expectations prior to using the kitchen 	<p>surfaces and communal equipment and/or food products and packaging</p> <ul style="list-style-type: none"> Social distancing is not maintained

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			<ul style="list-style-type: none"> • Windows to be opened when kitchen in use • Shutters to Activity room and Michael palmer room to remained closed • Duty officers should clean high contact areas such as door handles, fridge handles, photocopier buttons should be cleaned every 3 hours 		
<p>Staff Service users</p>	<p>Drop in Michael Palmer room Sports Hall Dojo</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"> • Services using these rooms are to carry out their own risk assessments prior to services recommencing • Signage to be displayed to encourage social distancing and regular hand washing • Duty officers should clean high contact areas such as door handles, key pads and work surfaces every 3 hours • The external drop in door should be used to 	<ul style="list-style-type: none"> • 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, 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces • Social distancing is not maintained

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			prevent service users having to walk through main corridors. <ul style="list-style-type: none"> The external fire escape door in the sports hall should be used to prevent service users having to walk through main corridors. Sports hall partition doors to remain closed Deep cleaning to be carried out each evening. 	prior to service restarting	
Staff Service user	Soft Play Sensory Room Trampoline area	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained 	<ul style="list-style-type: none"> Soft play, Sensory room and trampoline area can be used as long as social distancing is maintained and cleaning of equipment is carried out on a daily basis when used. Soft play and sensory rooms to have windows covered to prevent service users seeing inside and getting distressed that they 	<ul style="list-style-type: none"> Managers to communicate to staff and service users these rooms are not to be used and reasons for this. No entry to signage to be added to doors of rooms not in use. Duty officer to enforce room regulations if required. 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained

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			cannot go into the room. <ul style="list-style-type: none"> • Rooms to remained locked if not in use. • No entry signage added to doors. 		
Staff Service users	Outside play area	<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 wanting to use the outside play area to carry out own risk assessment • Outside area to remained locked when not in use • All equipment and access gates to be thoroughly cleaned prior and after use. • Social distance signage to be displayed 	<ul style="list-style-type: none"> • Services to carry out own risk assessments • Socially distance signs to be displayed 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces • Social distancing is not maintained