



Registered Charity No 1157262

RISK ASSESSMENT

Large group (more than six players) rehearsing indoors
(Duxford Community Centre specific RA can be found on p. 14)



COVID-19 Secure Rehearsals

This risk assessment template is designed to cover many different scenarios and risk mitigations in running a rehearsal in a way that ensures that the activity meets the standards of being COVID-19 secure as set out in guidance from the Government and, in particular, the Department for Digital, Culture, Media and Sport.

Please also note that this deals specifically with the risks associated with COVID-19 and not items that should be covered under usual risk assessments, such as slips trips and falls.

| Organisation | Person undertaking assessment | Date of assessment | Date of next review |
|---------------------------|-------------------------------|-----------------------------|---|
| Duxford Saturday Workshop | Arwen Gilbert | 18 th Sept, 2020 | 1 Oct 2020 (or sooner if Government advice changes) |



Registered Charity No 1157262

Scope of activity, location and time

| The key principles underpinning this risk assessment are: | Date/time of rehearsal | Type of rehearsal (select all that apply) | How many in attendance? |
|---|--|--|------------------------------------|
| <p>To take all reasonable measures based on the latest advice and guidance to limit the risk of infection and transmission of Coronavirus for all members of the group in rehearsals.</p> <p>To fulfil the expectations around the resumption of playing activities, delivering face-to-face rehearsals ensuring that the rehearsal takes place under COVID-19 secure regulations.</p> <p>If a member has had a positive COVID-19 test within the last 2 weeks, or if the member has experienced any of the following symptoms within the last week:</p> <ul style="list-style-type: none"> • A temperature above 37.8°C • A dry persistent cough that has developed during the week • A loss of taste or smell (anosmia) <p>Or if any member of your household has presented any of the above symptoms within the last 2 weeks:</p> <p>They must not attend Workshop and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p> | Saturday mornings 9-1 | <p>Small Groups of 4+</p> <p>Medium Groups of 12+</p> <p>Larger Ensembles of up to 30</p> | 4-30 depending on the group |
| | Location | Who is completing this risk assessment? | |
| | Duxford Community Centre, Hunts Rd, Duxford, Cambs | Arwen Gilbert, on behalf of the Trustees of Duxford Saturday Workshop. To be signed off by Trustees | |



Registered Charity No 1157262

Associated guidance

Government guidance:

DCMS Performing Arts guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-4-1>

Meeting people from outside your household

<https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july>

Guidance for the safe use of multi-purpose community facilities

<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>

Brass Bands England guidance:

<https://www.bbe.org.uk/what-we-do/covid-19-advice-guidance-and-resources>

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|--|--|--|-----------------------------------|---|-----------------------------|
| PLANNING AND PREPARATION OF THE REHEARSAL SPACE | | | | | |
| Attendees bring COVID-19 into the venue | All in attendance – transmission of virus | Follow government advice. Monitor local disease occurrence through public health case monitoring websites. | Variable | Cancel sessions if local disease rates considered to suggest significant elevated risk. | Trustees as required |

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|---|--|--|-----------------------------------|---|---|
| Attendees bring COVID-19 into the venue | All in attendance – transmission of virus | <p>Attendees asked to not attend if they have any likelihood of having the disease.</p> <p>If a member has had a positive COVID-19 test within the last 2 weeks, or if the member has experienced any of the following symptoms within the last week:</p> <ul style="list-style-type: none"> • A temperature above 37.8°C • A dry persistent cough that has developed during the week • A loss of taste or smell (anosmia) <p>Or if any member of your household has presented any of the above symptoms within the last 2 weeks:</p> <p>They must not attend Workshop and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p> <p>If a member becomes unwell during rehearsal, they should leave the rehearsal area immediately and wait outdoors for transport or make their own way home and seek a test for COVID-19.</p> <p>If a member displays an elevated temperature or other COVID-19 symptoms following a rehearsal, they should contact Arwen and/or a Trustee and seek medical advice as described above. Details of those in attendance of rehearsal should be communicated when required to track and trace and their advice on isolation requirements followed.</p> <p>Members can access NHS 111 online which is an online interactive and personal checklist: https://111.nhs.uk/covid-19</p> | H | | <p>Arwen, by 25th Sept, 2020</p> <p>Anyone testing positive must inform Arwen or Greg Smith (Chair of Trustees) as soon as possible.</p> |

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|--|---|---|--|--|--|
| Attendees bring COVID-19 into the venue | All in attendance – transmission of virus | Attendees asked to confirm on arrival whether or not they have COVID-19 symptoms or have been in contact with someone with COVID-19 symptoms in the past seven days. | H | Regular reminders of the guidance and symptoms | Signs on arrival. |
| Risks to more vulnerable members | Those with weakened immune systems or health risks or caring for those with increased risk – transmission of virus | Make members aware that attendance is not compulsory to prevent inadvertently pressuring members who, for their own reasons, would be best not attending. | M/H | | Arwen, by 25 th Sept, 2020 |
| Close proximity | All in attendance – transmission of virus | Rehearsal space is checked to ensure that 2m social distancing can be maintained. | M | Carry out an inspection of spaces to be used in advance to confirm these are possible. Arwen to attend training put on by the Community Centre and cascade to all tutors Instrumentalists are advised to make their way straight to their seat and take instruments out there to avoid walking around the room and mingling unnecessarily. | Arwen, by 25 th Sept, 2020 By 25 th Sept Arwen, by 25 th Sept, 2020 |
| Close proximity | All in attendance – transmission of virus | Group sizes limited according to latest Government guidance, and to maximum permitted for each rehearsal space. Group sizes predetermined through Workshop Membership sign up process. Door registration system in place to ensure that maximum numbers are not breached. | H | Adapt door registration system to highlight numbers attending each session. Ongoing checks of weekly door register' to ensure that group numbers remain within prescribed limits | Stephen by 25 th Sept Managers |

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|--|--|--|-----------------------------------|---|---------------------------------------|
| Playing facing each towards other members increases transmission risk | All in attendance – transmission of virus | Use side-to-side positioning (rather than face-to-face) whenever possible. | L | Design room and seating plan | Arwen and tutors |
| Transmission of COVID-19 as aerosols in enclosed spaces | All in attendance – transmission of virus | Where possible, rehearsals will be held in outdoor spaces. | M | Mostly relevant to Choir and weather permitting | Nell Bailey |
| Close proximity for longer than necessary | Individual operating sign-in – transmission of virus | The new membership cards mean that a prolonged sign in procedure is avoided. Desk to be wide enough so that attendees can place their card on the desk to be scanned whilst maintaining social distancing. | L | Advise one off visitors to stand to one side and email/text Arwen contact details. | Sign in people, weekly |
| Close proximity for longer than necessary | Individual operating sign-in – transmission of virus | Group membership and contact details collected in advance for contact tracing so not collected in person to limit contact from interactions. | L | | |
| Transmission of COVID-19 via contact with surfaces | Persons tidying up – transmission of virus | In addition to their instrument, all members bring their own music stand (unless within a household bubble). Woodwind and brass players also bring a cloth (or similar) which can absorb the water (condensate) from their own instrument and a suitable waterproof bag in which the cloth may be kept. Please bring your own 70% alcohol spray or similar for surrounding surfaces, hand sanitise following clean up and leave the room as you find it. | L | Checklist sent to all members in advance: <ul style="list-style-type: none"> • Instrument (we recommend regular cleaning, once every 2 weeks minimum) • Stand • Cloth (and waterproof bag) • Hand sanitiser • Face covering • Bell coverings (if inside) • Music | Arwen, by 25 th Sept, 2020 |

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|---|--|--|-----------------------------------|---|---------------------------------------|
| Transmission of COVID-19 as aerosols in enclosed spaces | All in attendance – transmission of virus | Ask all attendees to wear face coverings (unless medically exempt) whenever moving around the building. | M | Masks to be worn by all musicians until they are seated and ready for a rehearsal. Tutors will be provided with visors. | Arwen |
| Transmission of COVID-19 via contact with surfaces | All in attendance – transmission of virus | All chairs to be set out in advance of members arriving, ensuring 2m social distancing, avoiding players facing each other. | L | | Arwen with help, weekly |
| Transmission of COVID-19 via contact with surfaces | All in attendance – transmission of virus | No sheet music to be handed out to players in rehearsal; digital copies should be sent in advance and can be printed at home (in accordance with copyright legislation) or viewed on a tablet/electronic device. | L | | Arwen, by 25 th Sept, 2020 |
| Transmission of COVID-19 as aerosols in enclosed spaces which increases with time in enclosed spaces | All in attendance – transmission of virus | Taking steps to improve ventilation and, whenever possible, through the use of mechanical systems and opening windows and doors. | M | | Tutors, weekly |
| ARRIVAL OF MEMBERS AT VENUE | | | | | |
| Transmission between members through close proximity and congregating before arrival | All in attendance – transmission of virus | Members should arrive separately and, after signing in, move directly to their designated seats to maintain spacing throughout the time in the venue, avoiding congregating at the entrance or anywhere in the building. SIGNING IN REGISTER IS ALSO USED FOR BILLING PURPOSES AND THEREFORE SUCH INFORMATION IS READILY AVAILABLE IN THE EVENT OF CONTACT TRACING REQUIREMENTS. | L/M | | Arwen and Stephen, weekly |

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|---|---|---|--|---|--|
| Transmission between members through close proximity and congregating before arrival | All in attendance – transmission of virus | Cars to parked in such way to maintain social distancing when arriving and leaving, and to minimise inconvenience to neighbouring properties. | L/M | Members are asked to wait in their cars, or not arrive until 10 minutes prior to their session to avoid unnecessary hanging around. Both halls operate a one way system, with entrance from the main building and exit through external doors. | Arwen, by 25 th Sept, 2020 |
| Transmission on surfaces between members | All in attendance – transmission of virus | Upon arriving at the venue, members should sanitise their hands before entering. Further supplies of hand sanitiser will be at the entrance to the venue and in all playing spaces. Members reminded to carry hand sanitiser in their instrument cases. | L | | Arwen, by 25 th Sept, 2020 |
| Transmission in aerosols between members | All in attendance – transmission of virus | Face coverings must be worn upon arrival at the venue and should only be removed when playing. | L | | |
| Members forget about safety measures over time, allowing transmission | All in attendance – transmission of virus | A short safety briefing, reminding players of protocols and procedures, will be undertaken regularly. | L | | Arwen and tutors, by 26 th Sept |
| Members forget about safety measures over time, allowing transmission | All in attendance – transmission of virus | Reminders also to be given around hand washing and good respiratory hygiene ('catch it, bin it, kill it!'). | L | | Ongoing |
| Transmission from surfaces /other group members | All in attendance – transmission of virus | Limit the duration of social interaction before, during and after rehearsals. At appropriate times, reminders to be given about the coffee bar – avoid congregating, limit social interaction, rule of 6. | M | Extra wipes / hand sanitiser available | Ongoing |

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|--|---|---|--|--|---------------------------------------|
| Transmission via droplets due to insufficient spacing | All in attendance – transmission of virus | Floor markings for 2m social distancing should be used throughout the venue in all spaces in which members might congregate, such as entrances waiting to sign in and the location of chairs. | L | | DCC – already done |
| USING TOILETS AT THE VENUE | | | | | |
| Transmission via surfaces and aerosols through using and flushing toilets | All in attendance – transmission of virus | Workshop members should ensure 2m social distancing is maintained and that face coverings are worn when moving to use toilet facilities. | M | | Arwen, by 25 th Sept, 2020 |
| Transmission via surfaces and aerosols through using and flushing toilets | All in attendance – transmission of virus | Limit access (maximum of 4) to maintain 2m distancing and/or flow. | M | | Arwen, by 25 th Sept, 2020 |
| Transmission via surfaces and aerosols through using and flushing toilets | All in attendance – transmission of virus | Toilets should be operated on a one in, one out policy to avoid risks from transmission in small enclosed spaces. | M | | |
| Touching surfaces after using the toilet leading to transmission | All in attendance – transmission of virus | Workshop members should ensure thorough hand washing/use of hand sanitiser when touching surfaces (e.g. toilets, sinks, door handles...). | M | | Arwen, by 25 th Sept, 2020 |
| Touching surfaces after using the toilet leading to transmission | All in attendance – transmission of virus | Hand sanitiser should be made available. | L | Workshop to organise own supply in case of need. | Arwen, by 25 th Sept, 2020 |
| DURING REHEARSAL | | | | | |

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|--|---|--|--|--|---------------------------------------|
| Transmission through aerosols and touching shared surfaces increases with length of time spent together | All in attendance – transmission of virus | Limit the duration of social interaction before, during and after rehearsals. | M | Tutors need to keep sessions to time in order that one group may leave before the next starts coming in. This is essential to avoid overcrowding in the entrance area. | Arwen and tutors, each week. |
| Aerosol transmission increasing with time through accumulation | All in attendance – transmission of virus | Keeping the activity time involved as short as possible. Rehearsal timings with ‘ventilation’ breaks at least once an hour. | L/M | Doors to be opened where possible between groups’ rehearsals | Tutors, each week. |
| Transmission on surfaces between members | All in attendance – transmission of virus | Avoiding sharing equipment whenever possible and place name labels on equipment to help identify the designated user, for example, percussionists maintaining their own sticks and mallets. | L | Advise members that ‘consumables’ will need to be purchased themselves in between sessions. | Arwen, by 25 th Sept, 2020 |
| Transmission through aerosols while playing | All in attendance – transmission of virus | Seating will be laid out so that all players will maintain a lateral distance of 2m. Those with forward-facing instruments (cornets, flugel, trombones) should, where possible, angle away from other players, but they should be no less than 2m from the player into whose back they are pointed./ | M | Layout controlled by designated person(s) setting out chairs before players arrive. | Arwen with help, each week. |
| Transmission through aerosols while playing | All in attendance – transmission of virus | Use side-to-side positioning (rather than face-to-face) whenever possible. | L | | |

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|---|--|---|-----------------------------------|--|---------------------------------------|
| Transmission through aerosols while playing | All in attendance with particular risk to conductor – transmission of virus | Conductor should wear a face covering (material mask or transparent face guard) while directing the group and maintain 2m distance from players. | L/M | Workshop to provide tutors with clear visors. | |
| Transmission through aerosols while playing | All in attendance – transmission of virus | Bell coverings should be used in rehearsal to reduce aerosol transmission risk (indoors only). | L | | |
| Transmission through aerosols and droplets while playing | All in attendance – transmission of virus | Any discharge of condensate (water) from the instrument must be made entirely into the cloth that the individual player has brought, then stored in the bag which they use to carry the cloth. | L/M | | Arwen, by 25 th Sept, 2020 |
| PACKING AWAY AFTER REHEARSAL | | | | | |
| Transmission if members are in close proximity | All in attendance – transmission of virus | Members should pack their own bags and cases as promptly as possible, respecting social distancing policies and preventing bottlenecks. Cases should remain close at hand and instruments should not be cleaned down before packing away. | L | Reminders given to players to pack away quickly; socialising can take place after everyone has left the venue. | Arwen, by 25 th Sept, 2020 |
| Contamination of equipment following rehearsal | All in attendance – transmission of virus | Designated person(s) should pack away and return chairs once the area is clear of members. | L/M | Members advised to bring their own music stands to avoid passing around equipment. | Arwen with help, each week. |

| What are the hazards? | Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.) | What is currently done to reduce/control the risk? | Risk level (High, Medium, Low) | What more can be done to reduce any risk? | Action by whom and by when? |
|--|--|---|-----------------------------------|---|---------------------------------------|
| Transmission between members and other room users on surfaces | All in attendance – transmission of virus | Upon leaving, Arwen will spray and disinfect door handles and high contact points. | L/M | | Each week. |
| AFTER REHEARSAL | | | | | |
| Transmission through aerosols and touching shared surfaces increases with length of time spent together | All in attendance – transmission of virus | Limit the duration of social interaction before, during and after rehearsals. | M | Encourage people either to leave straight away or socialise outside after sessions. | Arwen, by 25 th Sept, 2020 |
| Transmission if members are in close proximity | All in attendance – transmission of virus | All members will leave the rehearsal venue separately, all wearing face coverings, observing social distancing. | M | Members will use external doors to exit if possible (those groups meeting in the 2 main halls). | Arwen, by 25 th Sept, 2020 |
| Transmission between members on surfaces | All in attendance – transmission of virus | Water cloths MUST be taken home and disposed or laundered appropriately. | M | | Arwen, by 25 th Sept, 2020 |
| Subsequent transmission by members if caught at the venue | General Public – transmission of virus | If someone at the event develops symptoms after the event - all people who provided contact details contacted and informed within 24 hours. | H | | Arwen, ongoing |

The remainder of this Risk Assessment relates more specifically to the venue itself and is taken from the template provided by DCC.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

| Area or People at Risk | Risk identified | Actions to take to mitigate risk | Notes |
|---|---|--|---|
| Members throughout the community centre | <ul style="list-style-type: none"> • Cleaning surfaces infected by people carrying the virus. • Disposing of rubbish containing tissues and cleaning cloths. • Members who are either extremely vulnerable or over 70. • Members carrying out cleaning, before/after their event could be exposed if a person carrying the virus has entered the premises or falls ill. | <ul style="list-style-type: none"> • Stay at home guidance if unwell at entrance and in Main Hall. • Hirers/volunteers provided with protective aprons and plastic gloves to clean after their session and to dispose of their rubbish. • Members should wear a mask when moving around the centre. • Members in the vulnerable category may wish to consider not attending for the time being. • Lots of information about how to stay safe on board at entrance to the Community centre and on T&Cs | <ul style="list-style-type: none"> • DCC will provide cleaning wipes which should be used to wipe down all areas touched by group. • Rubbish should be collected in rubbish bags supplied and disposed of at the end of the session into outside waste bins. • Members will be warned within 24 hrs if someone has tested positive for COVID-19 who has been on the premises. • Members are encouraged to download the NHS track and trace app. • Workshop will keep a list with the names and contact details of people attending their sessions for a period of 28 days after the event. We must provide this information to 'track and trace' in the event someone in the group tests positive. |
| Members | Mental stress from handling the new situation. | Some people may find this new reality causes extreme stress. The measures we have taken should offer some reassurance, but members are encouraged to speak up if they have any concerns | It is important people know they can raise concerns. All members have Arwen's email address and mobile phone number. Chair of Trustees' contact details also to be circulated. |
| Car Park/paths/ patio/exterior areas | Social distancing is not observed as people congregate before entering | Mark out 2m waiting area outside all potential entrances with tape to | <ul style="list-style-type: none"> • Transitory lapses in social |

| | | | |
|-------------------------------|---|---|---|
| | premises. | encourage care when queueing to enter. | <p>distancing in outside areas are less risky, the main risk is likely to be where people congregate inside or for vulnerable people.</p> <ul style="list-style-type: none"> • Social distancing tape to be used to mark out where to queue outside. |
| | Outside seating area may pose a risk to social distancing and contamination. | Seating to be spaced so as to allow 2m social distancing. Tables and chairs wiped down between visitors. | <ul style="list-style-type: none"> • Consider some form of portable boundary to prevent people moving from playground between tables. • Coffee bar manager will arrange cleaning of the tables and chairs and bring them inside at night. |
| | People drop tissues and litter which could be infected. | <ul style="list-style-type: none"> • DCC cleaners to check area outside doors for rubbish which might be contaminated, e.g. tissues. • Wear plastic gloves and remove, or wash hands thoroughly after disposal. | <ul style="list-style-type: none"> • Ordinary litter collection arrangements can remain in place. Provide plastic gloves for those checking these areas and cleaning up. • Pedal bins in all main rooms and reception all. Members encouraged to use the pedals to avoid contamination. |
| Entrance hall/lobby/corridors | <ul style="list-style-type: none"> • Possible “pinch points” and busy areas where social distancing is not observed in a confined area. • Door handles, light switches in frequent use may become contaminated. • Tables and chairs may be contaminated. | <ul style="list-style-type: none"> • Identify “pinch points” and busy areas. 2 metre spacing in entrance area. One-way system and signage clearly visible. • Door handles and light switches to be cleaned regularly. • Hand sanitiser to be provided by DCC for entrance hall and entrance into changing rooms. • Users encouraged to use hand sanitisers or wash their hands, and to wear face coverings when | <ul style="list-style-type: none"> • Hand sanitiser should be provided by the DCC – Workshop will also arrange a supply to be used if necessary. • One bin in each area for waste. |

| | | | |
|--|--|---|--|
| | | not eating or drinking. | |
| Main Hall (Peter Stribling Hall) and small hall | Door handles, light switches, window catches or blinds may become contaminated with virus from infected users. | <ul style="list-style-type: none"> • Door handles, light switches, window catches, blinds handles used to be cleaned by DSW ready for next user. • Set numbers of users allowed in the main and small hall to maintain social distancing and ensure members aware of this. • Members encouraged to wear a mask and maintain social distancing. Hirers are responsible for ensuring they do not exceed the maximum occupancy to ensure social distancing. | <ul style="list-style-type: none"> • Cleaning wipes provided from the DCC should be used to clean all areas which have been touched by attendees. • DCC advice on maximum capacity of users in any area to be strictly adhered to. • Arwen to control numbers in each group prior to each week's session. Our new check in app will also alert front desk staff when the maximum is reached to avoid extras 'slipping in'. <p>Arwen to communicate a checklist of expectations and guidelines prior to first session.</p> |
| | Rooms can become stuffy and germs spread via droplets transmission. | Need for ventilation. Door/windows to be open where feasible and extractor fans to be on where possible. Switches to be cleaned after session by hirer and cleaned during general cleaning. | Cleaning wipes supplied by DCC should be used for all electrical switches and detergent not sprayed directly on to unit |
| | Ceiling blow back fan could increase spread of droplet transmission | Ceiling blow back fans not to be used. Tape over switches | Hirers alerted that these ceiling fans are not to be used. Not in use label Date: 27/8/20 AB |
| Upholstered seating | Upholstered chairs cannot be readily cleaned between use. Virus may remain on fabric for up to 72 hours. It is likely they will be handled via metal/wood sides and legs. Frequent cleaning would damage fabric. | <p>Use sets of chairs on rotation - Ask those moving them to wear plastic gloves. Clean metal/plastic parts regularly touched.</p> <p>Chairs with arms to be reserved only for those who need them by reason of infirmity. Avoid anyone else touching them unless wearing plastic gloves. Quarantine chairs used for 72 hours</p> | Place 'Quarantine' sign on the chairs with date and time placed in quarantine. Clip board for the date and signage in the cupboard. Plastic or metal chairs only can be cleaned with wipes and reused by next hirer. Clipboard in cupboard with pen Date: 27/8/20 |

| | | | |
|---|--|--|---|
| | | between users. | |
| Members | Members may not take social distancing and other precautions seriously. | Social distancing guidance to be observed by hirers in arranging their activities. Hirer is responsible for ensuring they do not exceed the maximum occupancy for social distancing and that their visitors abide by the rules. Regular reminders necessary and advised. | See Covid T&C's People will be asked to leave if not following the rules. |
| | | Hirers to be encouraged to wash hands regularly. Remind users that tissue or other Covid-19 waste must go in bins provided and disposed of at the end of the session | Hirers will be given a rubbish bag for rubbish generated during their session. They are responsible for disposing of this outside at the end of their session. In T&C's |
| Meeting room (Linda Martin Room) | Social distancing more difficult in smaller areas. | Recommend hirers hire small hall for meeting space and avoid use of meeting room. Maximum occupancy set to ensure social distancing | Consider closing this room or only hiring when small hall is in use or as possible overflow for activities when more attend than expected. Hirer is responsible to ensure they do not exceed the maximum occupancy for social distancing Signs on wall/back of door with numbers allowed in each area: Date: 27/8/20 LH |
| | Door and window handles, light switches may become contaminated with virus | Surfaces and equipment to be cleaned by hirers at end of session ready for next user and during general cleaning. | Use wipes supplied by DCC |
| | Tables may become contaminated with virus. Upholstered chairs may become contaminated. | Wipe tables at end of session ready for next users and in general cleaning. Quarantine upholstered chairs (see information above about chairs) Try to use plastic and hard chairs which can easily be cleaned. | |
| Storage Rooms (furniture/equipment) | Social distancing more difficult. Door handles in use and may be contaminated | Hirer to control accessing and stowing equipment to encourage social distancing. All equipment to be cleaned | Consider whether re- arrangement or additional trolleys will facilitate social distancing. |

| | | | |
|----------------|--|---|--|
| | Equipment needing to be moved not normally in use. | before and after use. Hirers and volunteers encouraged to wear gloves and face coverings when in enclosed spaces. | 2 people maximum in the storage area at any time. Please wear a face covering. Signs and quarantine clip board in cupboards Date: 27/8/20 |
| Indoor Toilets | Social distancing difficult. Surfaces in frequent use door handles, light switches, basins, toilet handles, seats etc may become contaminated. Baby changing and vanity surfaces, mirrors may become contaminated. | Hirer to control numbers accessing toilets at one time, (Maximum of 4 people in the toilets at any time) with attention to more vulnerable users. No queuing allowed within the toilet. Please queue socially distanced in the corridor. 1 in and 1 out in busy periods. | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Use pedal bin for disposing of rubbish Toilets to be cleaned daily. DCC will review this as we go along and adjust accordingly |