



Bungay Town Council. 18th May 2021

COVID-19 Secure Risk Assessment for The Riverside centre, The Staithe, Bungay NR35 1BF

This document should be read in conjunction with the site plan provided.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, user groups, contractors, and volunteers – Everyone using the building could be exposed to the virus.	Risk of infection from contaminated surfaces and waste. A person may fall ill with Covid-19 whilst on the premises.	Stay at home guidance if unwell. Cleaning contractors to undertake all cleaning and to provide their own protective clothing and equipment, and to remove and store this offsite. Staff/volunteers advised to wash their hands regularly using running water and soap, paper towels, or hand drier. Regular cleaning of all touch surfaces and toilets.	Staff / user groups / volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.
Staff, user groups, contractors and volunteers – Those more at risk who could be exposed to the virus. Being able to contact people in the event of a localised outbreak involving anyone who has attended the premises.	Anyone who is either extremely vulnerable, over 70 or has not been vaccinated against Covid-19. Contractors, staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress and anxiety resulting from Covid-19 related experiences.	Everyone must wear a face covering inside the building. Anyone in the vulnerable category who have not been vaccinated are advised not to attend the premises. Anyone who feels unwell, has symptoms or who has tested positive for Covid-19 should not attend the premises. Lateral flow tests kits are now freely available and consideration should be given to their use by those attending the centre.	A record must be kept of all individuals entering the building, for contact tracing purposes. Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.



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Car Park and Entrance	Social distancing may not be observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Ensure that the entrance door is always open when people are due to arrive, to avoid queuing. Where possible have someone stand at a safe distance to direct people who are unfamiliar with the building. Stagger arrival times where possible to ensure people do not congregate in large numbers.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary daily litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall / landing / safe area	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Pinch points identified include the stairs, lift, safe area, kitchen, toilets, and storeroom. Where possible only one person should enter these areas at a time. and busy areas. Reminders to maintain a two-metre safe distance on both the walls and floors. Signage indicating a 'give way' system on the stairs. Door handles and light switches to be cleaned before and after each hire by both the user group and cleaning contractor. Hand sanitiser provided in three key locations and refilled daily.	Hand sanitiser needs to be checked daily and replenished routinely. Bins provided in the entrance hall, meeting rooms, safe area, kitchen, toilets and store room, must be emptied regularly.
Main Hall and Meeting Room	Risk of transmission in an enclosed area. Social distancing to be observed. A maximum of 18 people in the main hall is permitted, and 12 in the	Door handles, light switches, window catches, tables, desks, chairs and other equipment used to be cleaned by hirers before and after use, and by cleaning contractors.	Any chair adaptations, cushions or covers should be used only by the provided and removed after use. Consider removing window curtains and any other items



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	meeting room (25% of FRA maximum capacity)	Social distancing guidance to be observed by hirers in arranging their activities. Open windows to provide improved ventilation.	which are more difficult to clean and likely to be touched by the public. Check and replenish liquid soap and hand sanitiser regularly.
Office / Store	Social distancing more difficult in smaller areas. Equipment and surfaces present a hazard and cleaning must be done with care.	This room remains locked and should be accessed by the keyholder to access CCTV system, and to store items of equipment. Wipe all areas where contact is made.	Minimise the use of the store. Allow storage only where alternatives are not available or impractical. Use individual lockers where possible, the key to be retained only for personal use.
Kitchen	Social distancing more difficult. The number of surfaces and touch points present a greater hazard. Using equipment such as kettles within a confined space may prove hazardous. Crockery and cutlery may be contaminated from previous use.	Hirers are asked to enter the kitchen one at a time to ensure social distancing. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, liquid soap and paper towels are provided. Hirers to bring their own food and drink, rather than preparing food on the premises.	Cleaning materials are clearly identified and available for use. These must be regularly checked and re-stocked, as necessary. Consider closing kitchen if not required or restricting access.
Cleaning Store	Social distancing not possible Touch surfaces and materials may be a hazard.	Access is only available to the cleaning contractor.	This room must be kept locked. Keys are not provided to the public.
Storage of tables and chairs	Social distancing more difficult Surfaces may be contaminated.	Decide whether hall cleaner or the hirer are to clean equipment required before use. Hirer to control accessing and stowing	Consider whether re-arrangement of stored tables and chairs will facilitate social distancing.



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	Equipment needing to be moved where not normally in use.	equipment to encourage social distancing.	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. There are no baby changing facilities within the toilet area.	Hirer to control numbers accessing toilets at one time, referring to signage indicating one person at a time. Hirer to clean all surfaces in addition to cleaning contractor. Liquid hand wash and paper towels provided.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Lift	Existing signage refers to conditions of use and applies. Maximum two people from the same household.	Call the centre organiser in the event of lift failure. In an emergency dial 999.	
Payments and cash	Cash and material items may be contaminated. The risk of congestion and people queuing to pay.	Organisers arrange online and cashless payments in all cases. User groups should keep cash and cheque payments to a minimum.	Advise user groups to arrange pre-payment of classes and courses where possible.