**Wickham Community Centre – Covid-19 Risk Assessment**

The health and wellbeing of anyone who attends the centre is our priority. We have undertaken a risk assessment and agree the following steps with the aim of ensuring everyone remains as safe as possible during the current pandemic.

Because we are not always present before, during or after your booking, we need YOU to play your part in reducing the risk of infection spreading in our community and potentially the wider environment.

|  |  |
| --- | --- |
| **Wickham Community Centre (what we will do)** | |
| **1** | Provide hand sanitiser and bins in the main foyer and all rooms |
| **2** | Provide soap in all toilets and kitchens, display signs reminding people to wash their hands and provide paper towels where appropriate |
| **3** | Waive booking fees for bookings that have been cancelled due to Covid ill health or self-isolation when received, up to and including the day of the booking. |
| **4** | Keep the building well cleaned. |
| **5** | Notify hirers immediately if their booking must be cancelled at short notice due to a known outbreak in the local area. |
| **6** | Strongly encourage all visitors to the centre to continue to wear masks when in communal areas or moving around the centre. |
| **7** | Review these arrangements as and when government guidance or the local situation changes. We will notify hirers of any major changes made, and a copy of the updated version of this document will be available to download. |
|  |  |
| **Hirers (what you must do)** | |
| **1** | Think about your own needs – each group may have slightly different needs. |
| **2** | Provide your own antiseptic wipes if you wish to use them. |
| **3** | Keep rooms well ventilated. Open windows and doors (where appropriate) when using the room. |
| **4** | Some rooms have fire doors and we are happy for you to use these as an alternative entrance if you prefer to avoid the main foyer. |
| **5** | Advise all your group members of the above procedures. Advise all your group members not to attend groups if they are displaying any Covid-19 symptoms. |
| **6** | Group leaders must have contact details of those attending groups in case track and trace is needed. |
| **7** | Cancel your booking (at no cost to you) if you, or those due to run your group, have displayed any Covid-19 symptoms in the 10 days prior to the start of your booking. |
| **8** | If you or anyone in your group develops Covid-19 symptoms during or after use of the centre, this must be reported to the centre staff immediately. |

**Basic Principles**

* The government has lifted legal measures regarding behaviour and social distancing/ mask wearing, etc.
* We are therefore taking the same approach and asking hirers and group leaders to take responsibility for their booking/ groups.
* We are no longer asking hirers to complete individual risk assessments, but we do ask that you consider carefully how to operate your booking.
* **We are still in a pandemic and some groups are more vulnerable than others. This is why we ask that, when entering the communal spaces and moving around the building, people still wear masks where possible.**
* Office staff are not generally wearing masks except when moving around the building. We have spare masks and visors for anyone who wishes to use them.
* Ventilation – open windows/ doors.
* If unsure about anything, please check with office staff.