

COVID-19 RISK ASSESSMENT FOR THE MERSEA ISLAND COMMUNITY CENTRE

Latest Update – 09/09/2020

HISTORY:

Original Risk assessment was completed by Trustee, Peter Tydie, on 22/6/2020 in readiness for the reopening of the Charity Shop.

This revised version has been completed by Trustee, Brian Bolton, on 28/8/2020 to allow for more of the Centre to be opened and comply with the latest government guidelines.

Revised by Trustee Brian Bolton, 09/09/2020 following new guidance and discussions with Trustees and Staff.

IMPORTANT NOTES:

1. Check with Author to ensure most up to date document is being used. (brianfg.bolton@btinternet.com)
2. The COVID-19 Risk Assessment may need to be updated at any time in the light of any new government advice that may be forthcoming.
3. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
4. This document is not intended to be comprehensive and MICA cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.
5. In the column “Responsibility and When” the “Centre Manager” is Tim Gannon and the “Duty Manager” is the senior person with responsibility for the Centre, this could be a member of Staff or a Volunteer. “When” is indicated where possible – otherwise it means at the time or in the case of the Centre Manager it means he is always responsible for that issue.
6. The Assessment is in two parts, the first part (sections 1 to 5) deals with limiting the spread of corona virus to keep people safe while in the Centre. This is mainly the 22/6/2020 assessment with changes that reflect the government guidance on opening Community Centres. The second part (sections 6 to 23) details what must be done in each area of the Centre.

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REF:	Area or People at Risk	Risk identified	Actions to take to mitigate risk	MICA Action to be taken	Responsibility and when
1	Staff, Volunteers, Visitors, Customers and Contractors – Spreading the virus by not washing hands or not washing them adequately.	Lack of facilities to wash hands adequately. People ignoring the hand cleansing requirement.	Provide hand washing facilities in the Reception area and the shop. Extend the hand washing facilities as and when further areas of the Centre are open Provide information on hand washing and display appropriate posters. For visitors – provide hand sanitiser at entrances to the Centre.	1 st July for initial opening and checked by the Duty Manager prior to every opening of the Centre. Display hand washing posters Further Handwashing Facilities will be provided as additional parts of the Centre are open for public use. Centre Manager to ensure Sanitiser is replaced and stocks are maintained.	Duty Manager (Daily) Re-opening Committee (as Required) then Centre Manager Duty Manager Centre Manager
2	Staff, Volunteers, Visitors, Customers and Contractors – Spreading the Virus in high use/common areas.	People gathering in busy areas: Reception Squash Court Shop Shop Corridors Kitchen Toilets See also individual room assessments below.	Minimise gatherings by; Limiting the number of people in any one room. Using a one-way system through the Centre. Provide Perspex screens in face to face situations. Face Mask must always be worn except for people doing physical activities or using the gym. Sanitise hands on entry. Keep doors open where possible or regular cleaning of door handles/	Provide Screens in Reception, bar, shop Review one-way system as further parts of the Centre are opened for use. Only open toilets where sub-committee decides and regularly check/clean. Kitchen should be kept closed until there is a need for it. Ensure by constant monitoring that People to only gather in bubbles of 6 maximum. This to be included in any hire contract.	Initially this section will be organised by the Re-opening Committee Once in place Centre Manager is then overall responsible. Duty Manager Daily

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3	Staff, Volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	<p>Identify all surfaces that are frequently touched and by many people.</p> <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Contracting or spreading the Virus by not social distancing.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff/volunteers provided with protective overalls and gloves when undertaking cleaning.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contamination.</p> <p>Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:</p> <ul style="list-style-type: none"> ➤ using marker tape on the floor ➤ one-way systems ➤ holding meetings virtually rather than face-to-face ➤ staggering start/end times ➤ limiting the number of Customers in the Centre at one time ➤ having allocated time slots for customers ➤ rearrange work areas and tasks to allow people to meet social distancing rules. 	<p>Provide Staff/volunteers with guidance on regular cleaning. Including:</p> <p>What products to use.</p> <p>What precautions to take.</p> <p>What areas to clean.</p> <p>How cleaning materials will be replenished.</p> <p><i>NOTE: 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.</i></p> <p>Mark out one-way systems using signage and tape.</p> <p>Provide more bins and empty them more often.</p> <p>Ensure Duty Managers limit the numbers of visitors passing through and implement a queue system if necessary.</p> <p>Activity Sessions that are open for Members must use a booking system to control use.</p>	<p>Centre Manager Responsibility</p> <p>Initially the Reopen Committee and then Centre Manager</p> <p>Duty Managers (Daily)</p> <p>Re-open Committee to organise. Then Centre Manager to maintain.</p>

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4	Staff, Volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>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.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category advised not to work for time being.</p> <p>Discuss situation with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Keep all Staff and Volunteers updated on what is happening, so they feel involved.</p> <p>Share information and advice with workers about mental health and wellbeing.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>	<p>Duty Manager (At the time of the incident)</p> <p>Centre Manager and/or Designated Trustee</p>
5	Staff, Volunteers What is the risk if someone becomes ill with suspected Covid-19	Customer/Visitor may have been taken ill with suspected covid-19 while in the Centre.	<p>Move the person to a pre-determined place in the Centre to wait to be taken home/hospital.</p> <p>Make sure soap and water/tissues are available.</p> <p>Other people in the vicinity of that person should be sent home. Make sure the test and trace details are collected.</p>	<p>Isolation Space – May Bar</p> <p>Decontaminate the areas in the Centre that the person has been in. make sure staff have disposable PPE</p>	<p>Duty Manager At time of occurrence</p> <p>Centre Manager as soon as possible after the area is clear.</p>

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6	<p>Car Park</p> <p>Paths</p> <p>Exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too small to allow social distancing.</p> <p>People drop tissues, masks.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner/Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p> <p>Recycling Shed – also see Shop</p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p> <p>Rubbish Bin Area – access should be restricted, and Cleaner/Caretaker should ensure area is kept clean and bins moved for emptying.</p>	<p>Centre Manager to implement if seen as a problem.</p> <p>Duty Manager (Daily)</p> <p>Centre Manager (Weekly)</p>
7	<p>Entrance (Reception)</p> <p>Studio lobby</p> <p>Main Corridor to shop/1st Floor</p> <p>1st floor corridors</p> <p>Squash Court Balcony</p> <p>Gym Stairs</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Create one- way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided in reception,</p> <p>Face Masks must be worn while in the Centre except for people undertaking physical exercise classes or in the Gym.</p>	<p>One Way signage in place – needs review as usage changes. Screen for reception desk.</p> <p>Take precautions to ensure no people are bunched together waiting access to shop. Ask people to queue outside/ lock front door/ Sign for Open.</p> <p>Ensure Face Masks are worn on entry.</p> <p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each room. Empty regularly.</p> <p>Encourage use of Card Payments, if money is taken ensure facilities are available for hand washing.</p>	<p>Initially the Reopen Committee then Centre Manager as ongoing management.</p> <p>And then the</p> <p>Duty Manager (To Check Daily)</p>

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8	<p>SAMPHIRE HALL Identify all surfaces that could spread covi-19 and ensure a cleaning process is in place.</p> <p>Identify all usage and ensure social distancing is maintained both in the hall and going in and out.</p> <p>19.2M x 12.4M = 238 sq M</p>	<p>Identify all surfaces that will be frequently touched and put in place a cleaning process.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Door handles Shutters Tables Chairs Projection equipment. Stage Lighting Controls Window curtains pulls. Stage Curtains</p> <p>Social distancing to be observed.</p>	<p>Door handles, light switches, window openers, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff as specified in any hire contract.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Eg Curtains across the Fire Escape Doors.</p> <p>Provide hand sanitiser if people are using a separate entrance.</p>	<p>Ensure hall is cleaned on a regular basis especially between different hire periods.</p> <p>Specify in any hirers contract what areas they must clean when finished.</p> <p>Ensure the Hirer maintains social distancing.</p> <p>Test and Trace records are kept for all event in the main hall.</p> <p>MICA Functions to ensure: Social distancing is always observed.</p> <p>Table/Chair layouts should ensure that there is an adequate one-way system for people to follow in/out of the hall.</p> <p>Use the Fire Exits as the main Exit.</p> <p>All Rules are observed with regard to any functions.</p>	<p>This section is managed by the Centre Manager and a rota system is in place for cleaning. (Weekly and Daily)</p> <p>Duty Managers will assist on a daily basis to ensure recommendations are followed.</p> <p>Hirer will clean any equipment specified in the hire contract. (Every Hire)</p>

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8 (Cont.)		<p>Upholstered seating Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric.</p> <p>Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Clean metal/plastic parts regularly touched.</p> <p>Rotate use of upholstered chairs.</p> <p>Ask those moving them to wear plastic gloves.</p>	<p>Chairs must be quarantined after use and not used again for 72 hours. All metal parts must be cleaned.</p> <p>Caretaker should ensure storage space is managed to allow for this.</p>	<p>Centre Manager to organise a system of chair quarantine and return.</p> <p>To Be reviewed as and when more chairs are used on a regular basis.</p>
		<p>Limit the number of People permitted to use Samphire Hall to maintain social distancing;</p> <p>Hall Size 19.2M x 12.4M = 238 sq M Less stage 2.7M 16.5 x 12.4 = 205 sq M</p> <p>With a extended Stage the hall floor is 14.25M x 12.4M = 177 sq M</p> <p>Panto Stage the hall floor is 12.75M x 12.4M = 125 sq M</p>	<p>Activity Session (9.3sqM) = 16 people (Instructor to use front of the stage)</p> <p>Seated Concert – 8 rows x 8 seats = 64 people</p> <p>Seated at small Tables (.75 x .75) of 4 people in U – allow 3Mx2M per table = 3 tables across by 5 tables = 15 x 4 people = 60 people.</p> <p>Seated at small Tables (.75 x .75) of 4 people round (quiz) – allow 2M circle per table = 3 tables across by 5 tables = 15 x 4 people = 60 people.</p> <p>Seated at round Tables (1.5x1.5) of 6 people in U – allow 3.5Mx2.5M per table = 2 tables across by 5 tables = 10 x 6 people = 60 people.</p>	<p>These are the limits for any event in the hall both for MICA and Hirers.</p> <p>Details must be put in any hirers contract.</p> <p>Floor will be marked for activity classes and used for guidance for other layouts.</p> <p>People must only gather in Household groups or bubbles and nor more than 6 people in a group. No mixing of groups is permitted.</p> <p>The examples of table layout are guides to give an approximate idea of maximum number of people. Other layouts may be considered but the Centre Manager has final decision.</p>	<p>Centre Manager to ensure that these arrangements are put in place and monitored to ensure safe distancing is observed at all times.</p>

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9	<p>STUDIO</p> <p>Identify all surfaces that could spread covi-19 and ensure a cleaning process is in place.</p> <p>Identify all usage and ensure social distancing is maintained both in the hall and going in and out.</p>	<p>Social distancing more difficult.</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Screen</p> <p>Sound System controls</p> <p>Curtains over mirrors</p> <p>Mirrors</p> <p>Dance Bars</p> <p>Cupboard doors, handles, locks and equipment inside each cupboard.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms where possible</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Organisations that have storage cupboards are responsible for keeping them clean internally.</p> <p>Hall Size 11M x 7M = 77 sqM</p> <p>Activity use = 6 people includes instructor)</p> <p>Social use = 24 (6 Tables of 4 people)</p> <p>Meeting = 17 (staggered opposites on a 9M table</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p> <p>Centre Manager to agree any Price difference – check with Treasurer if an issue.</p> <p>Test and Trace records must be kept by all users.</p> <p>Hall must be clean on a rota basis such that it is always ready for use.</p> <p>Chairs must be quarantined as per the Samphire Hall.</p>	<p>Centre Manager (Contract meeting)</p> <p>Centre Manager (at time)</p> <p>Duty Manager (Every booking)</p>
10	<p>MAY BAR</p> <p>4.8M x 4M = 19 Sq M</p>	<p>Social distancing very difficult in this area.</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of this room.</p>	<p>Not suitable for any sporting activity.</p> <p>Meeting/social room – 6 people max well spaced from one end to the other with no bar open.</p> <p>Clean on a regular basis.</p> <p>If used as an isolation room it must be decontaminated as soon after use.</p> <p>Review when the licenced bar is being reopened.</p>	<p>Centre Manager to decide at time of request to use, A cleaning programme needs to be put in place.</p> <p>Re-opening Committee</p>

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11	BAR SERVERY AND CELLAR Servery -3.33M x 1.9 M = 6.4 Sq M plus wash-up Cellar – 4.2M x 2.9M = 12.1 sq M	Social Distance difficult for Staff. Public should not come to the Bar – put a waiter service in place.	Staffing to be kept to minimum in the servery area. Use a waiting service if the bar is open. Waiters should stay on the public side of the bar.	Not open at present. Cleaning, stocking, serving arrangements to be agreed and put in place. This will change as opening arrangements are agreed.	Reopening Committee and the Centre Manager for ongoing use.
12	GYM	Social distance difficult as size of the Gym limits use. Some equipment cannot be socially distanced. Equipment will require regular cleaning. Determine what Weights can be used and organise appropriate cleaning. Other items must be shown as NOT TO BE USED as cleaning is a problem.	Booking system in place 4 x 50 mins sessions per hour to allow cleaning. Only available during agreed hours Telephone bookings to start. Plan to go to on-line bookings asap. Details of sessions available and management of those sessions to be managed by the Re-opening Committee in conjunction with the Manager.	Only 4 people to use the gym at any one time. Bookings to be managed via reception using pre-planned booking sheets. Close off some equipment to enable social distancing. (Re-opening Committee to determine) Provide Sanitizer and cloths to allow users to clean each piece of equipment after use. Signage in the Gym asking users to comply with cleaning. Equipment to be cleaned between each set session.	Re-opening Committee (on original opening) Centre Manager for ongoing use. And Duty Manager after every session Review arrangements once online booking become available.

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13	KITCHEN Social distancing more difficult	Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Washing-up Machine Cooker/Microwave	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. 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, soap and paper towels to be provided.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Close and lock the kitchen if not required to restrict access.	Centre Manager to decide if/when to open and put necessary social distancing measures in place.
14	STORE CUPBOARDS (cleaner etc) Social distancing not possible	Door handles, light switches,	Public access unlikely to be required.	Cleaner to decide frequency of cleaning of these areas and undertake that cleaning as necessary.	Centre Manager To agree cleaning timetable
15	STORAGE ROOMS (furniture/equipment) Social distancing more difficult	Door handles in use. Equipment needing to be moved not normally in use Cupboard doors and Sinks.	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing of own equipment to encourage social distancing.	Consider whether re- arrangement or additional trolleys will facilitate social distancing. Ensure Soft seating can be rotated to ensure safe use. Any equipment stored for Hirers must be cleaned by the Hirer before putting away after every use.	Centre Manager to rota cleaning arrangements. Cleaning and storage arrangements to be included in Hirers contracts as appropriate.

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16	TOILETS Social distancing difficult.	Clean surfaces in frequent use: - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	MICA to control numbers accessing toilets at one time, with attention to more vulnerable users. MICA to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Provide engaged/vacant signage if necessary. Provide posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished. Cleaned every day and as required during the day. Ensure rubbish bins are emptied on a regular basis. Provide Notices – handwashing Make sure Taps are run and Toilets flushed before opening to discourage Legionnaires disease. Hirers are aware of how to request any re- stocking. Make sure a one-way system can be managed to allow people to go to / return from the toilets. Allow time in any interval. Toilets must be checked every Hour to ensure Clean and stocked. With a sign-off chart.	Opening Committee and then Centre Manager Centre Manager to organise a Cleaning rota. Duty Manager to check (Every Day) Centre Manager to organise toilet usage with all hirers to ensure safe access. (Hirer contract)
17	BOILER ROOM	Door handle, light switch Social distancing not possible	Public access unlikely.	Centre Manager to decide frequency of cleaning. Check when contractors visit.	Centre Manager (Always)

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18	STAGE	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or covering with a plastic cover) out of reach if hirers are likely to touch them.	NO stage facilities are required at this time. Review when needed otherwise general cleaning as part of Samphire Hall. Check stage curtain tied backs Check stage side curtains will not hinder access to stage.	Reopening Committee (initially) Duty Manager (Daily)
19	CHANGING ROOMS Ladies 4.2M x 3.33M = 14 sq M Gentlemens 4.1M x 3.8M =15.6 sq M	All changing rooms will be closed until further guidance.	When opening changing rooms establish frequency of cleaning and provide signage.	Decision to Open Before opening – all showers must be run to discourage Legionnaires disease. Review the need for a full test of the water. All people attending the Centre for any of the Activity sessions or gym must come dressed for the purpose.	Re-opening Committee (initially) Duty Manager (Daily)
20	OFFICE 4.2M x 3.33M =14 sq M	Staff/volunteers can spread virus by close contact and touching surfaces. Desks, Chairs, printer, keyboard, cabinet drawers, open files.	All surfaces need to be cleared to enable ease of cleaning. File away anything not needed/ not possible.	Clean all surfaces on a daily basis as part of cleaning rota No more than 3 people to be in the office at any one time and must maintain social distance.	Centre Manager (Daily)

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21	CHARITY SHOP	<p>Handling Cash and sale items. Close contact with People</p> <p>Handling donations.</p> <p>Identify areas to be touched. Light Switches, Toilet area Sink area, Door handles.</p> <p>Recycle shed</p>	<p>Provide Screen for any counters especially in front of till.</p> <p>One way system to enable people to circulate with doors open as much as possible.</p> <p>Donations to be placed in a storage area – preferably by the donor. Allow a 72 hour period before sorting any donations.</p> <p>Bagged /Boxed recycled items to be moved from shop sorting area to shed daily. People doing this to wash hands after completing task and any area touched must be cleaned.</p>	<p>Screen Provision on till counter and sanitiser to be available at the entrance.</p> <p>Limited cash – encourage people to pay by card.</p> <p>One-way system needs to be managed as different locations are used for the shop.</p> <p>Use Squash Courts initially for both shop and donation storage.</p> <p>Face Masks to be worn at all times</p> <p>Areas identified as being touched to be cleaned daily.</p> <p>See detailed information in shop and at reception as this may change as locations change.</p>	<p>Opening Committee (initially) Centre Manager (Ongoing) assisted by the Shop Organiser (Daily)</p>
22	EVENTS See also Samphire Hall and Studio details	<p>Handling cash and tickets</p> <p>Too many people arrive together.</p>	<p>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance,</p> <p>2 seats between household groups in Theatre style layout.</p> <p>Cash payments/donations may be taken – hands must be washed.</p>	<p>MICA events must be booked in advance with limited ticket sales at the door.</p> <p>Bookings will be done on-line as far as possible.</p> <p>Payment must be by card</p>	<p>Trustees (what items are to be run) then Re-opening Committee then Centre Manager (ongoing)</p> <p>Duty Manager (when event held)</p>

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23	<p>MICA Activities</p> <p>What controls are needed to ensure the virus is not spread when activities are in progress.</p>	<p>Identify the activities and any dangers</p> <p>For Organised Sport Activities people are limited to the limits of the hall being used.</p>	<p>The following will be permitted but with extra guidance: Organised Sport Activities – non-contact Badminton Table Tennis</p> <p>The following will NOT be permitted until further guidance: Squash Walking Football Walking Cricket</p>	<p>This area will be constantly be monitored by the Trustees to decide on future opening.</p> <p>Any activity using soft seated chairs must follow the guidance in the Samphire Hall section. People using chairs must use the same seat for the duration of their stay.</p> <p>The Centre will follow guidance from the England Squash and other such organisations to determine when facilities should open.</p>	<p>Trustees and then Opening Committee</p> <p>Then Centre Manager on an ongoing basis.</p> <p>Duty Manager (at time of Activity)</p> <p>Ongoing review</p>