

## COVID-19 RISK ASSESSMENT FOR THE MERSEA ISLAND COMMUNITY CENTRE

**Latest Update – 29/07/2021**

### **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.

Revised by Trustee, Brian Bolton, 06/03/2021 to update the document following changes to lockdowns and Government Roadmap details.

Revised by Trustee, Brian Bolton, 29/07/2021 to update the document following changes to lockdowns and Government Roadmap details.

### **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 Person” 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.
7. The reference to “Re-opening Committee” refers to a sub committee of Trustees formed to manage the initial re-opening and all subsequent closures and re-openings in compliance with Government regulations. While the pandemic continues, the Re-opening committee will have an operational meeting every week unless decided that it is not necessary. This Sub-Committee has no ceased meetings, all management related issues are dealt with by a meeting of the Trustees.

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<b>General</b>	<b>Staff, Volunteers, Visitors, Customers and Contractors</b>	Spreading the virus by close contact with other people.	Stay at home if feeling unwell  Self test and if positive get a PCR test – if positive self isolate.	Encourage everyone to self isolate if symptoms of the virus have developed. Encourage everyone to self test – Lateral flow test at least twice a week.	Trustees and Manager to remind all Staff and Volunteers.
1	<b>Staff, Volunteers, Visitors, Customers and Contractors –</b> 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 throughout the Centre.  Provide information on hand washing and display appropriate poster  Provide hand sanitiser at entrances and toilets.	All toilets to be fully open so Customers, Volunteers and Staff can access hand washing facilities.  Display hand washing posters  Ensure Toilet Facilities are cleaned on a regular basis.  Sanitiser/soap is replaced and stocks are maintained.	Overall Responsibility – Centre Manager  Duty Person/Cleaner to check on a daily basis
2	<b>Staff, Volunteers, Visitors, Customers and Contractors –</b> Spreading the Virus in high use/common areas.	People gathering in busy areas: Reception Shop Corridors Kitchen Toilets  See also individual room assessments below.	Minimise gatherings by; Limiting the number of people in any one room. Maintain screens in face to face situations.  Face Mask are recommended to be worn except for people doing physical activities, sitting at tables or using the gym.  Keep doors and windows open where possible and regular clean door handles.	Provide Screens in Reception, bar, shop  Maintain one-way system as required for the part of the Centre in use and to meet that usage.  Kitchen should be cleaned prior to use.  Ensure by constant monitoring that People do not gather in groups that could cause a blockage to free movement.	Centre Manager is overall responsible daily.  Duty Person is responsible when on duty.  Any issues should be referred to the Trustees.

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3	<b>Staff, Volunteers</b> – 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>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>Advise anyone with Symptoms to test and Isolate.</p> <p>Provide Staff/volunteers with guidance on regular cleaning. Including:                      What products to use.                      What precautions to take.                      What areas to clean.                      How cleaning materials will be replenished.</p> <p>Provide more bins and empty them more often.</p> <p>Activity Sessions that are open for Members must use a booking system to control use.</p> <p>Exercise Classes must limit the numbers attending to minimise transmission of virus.</p>	<p>Centre Manager Responsibility</p> <p>Centre Manager</p> <p>Duty Persons (Daily)</p> <p>Centre Manager to maintain.</p> <p>In place online via website for Gym.                      Other activities to follow when open.</p> <p>Manager to liaise with each exercise class to ensure no overcrowding.</p>

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4	<b>Staff, Volunteers</b> – 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>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 Person (At the time of the incident)</p> <p>Centre Manager and/or Trustee Chairman.</p>
5	<b>Staff, Volunteers</b> 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.</p> <p>Encourage self testing and positive results should isolate.</p>	<p>Isolation Space – May Bar</p> <p>Duty Person to contact family and NHS111 or in an emergency call an ambulance.</p> <p>Decontaminate the areas in the Centre that the person has been in. make sure staff have disposable PPE.</p> <p>Staff and Volunteers involved should be encouraged to self test and isolate if positive result.</p>	<p>Duty Person At time of occurrence</p> <p>Centre Manager as soon as possible after the area is clear.</p>

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6	<b>Car Park Paths Exterior areas</b>	People drop tissues, masks.	Cleaner/Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.  Recycling Shed – also see Shop	Ordinary litter collection arrangements can remain in place. Provide plastic gloves.  Rubbish Bin Area – access should be restricted, and Cleaner/Caretaker should ensure area is kept clean and bins moved for emptying.	Centre Manager to implement if seen as a problem.  Duty Person (Daily) Centre Manager (Weekly)
7	<b>Entrance (Reception) Studio lobby Main Corridor to shop/1<sup>st</sup> Floor 1st floor corridors Squash Court Balcony Gym Stairs</b>	Door handles, light switches in frequent use.	Door handles and light switches to be cleaned regularly.  Hand sanitiser to be provided in reception,  Face Masks are recommended to be worn while in the Centre except when people are undertaking physical exercise classes, seated at a table or in the Gym.	One Way signage in place where seen necessary. Maintain Screen for reception desk.  Maintain the QR codes in place and encourage people to use them.  Recommend Face Masks are worn on entry.  Provide more bins, in entrance hall, each room. Empty regularly.  Encourage use of Card Payments, if money is taken ensure facilities are available for hand washing.	Centre Manager as ongoing management.  And then the  Duty Person (To Check Daily)

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8	<p><b>SAMPHIRE HALL</b> Identify all surfaces that could spread covi-19 and ensure a cleaning process is in place.</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>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>Hirers to be encouraged to wash hands regularly.</p>	<p>Ensure fresh air is circulated through the hall by opening windows and doors every time the Hall is in use.</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>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>This section is managed by the Centre Manager and a rota system is in place for cleaning. (Weekly and Daily)</p> <p>Duty Persons 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>
8 (Cont.)		<p>Upholstered seating Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. 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. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves. Arrange Steam Clean of upholstered chairs as required.</p> <p>For activity sessions/classes remove upholstered seating and replace with the wooden chairs from the bar.</p>	<p>Chairs must be quarantined after use and not used again for 72 hours. All metal parts must be cleaned.</p> <p>Manager to programme a steam clean of all soft furnished chairs.</p> <p>Caretaker should ensure storage space is managed to allow for this.</p> <p>Wooden Chairs to be sanitised after every activity session/class.</p>	<p>Centre Manager to organise a system of chair quarantine and return. And sanitising of the wooden chairs</p> <p>This action to be reviewed as and when more chairs are used on a regular basis.</p>

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		<p>Large Number of People permitted to use Samphire Hall could make it unsafe.</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>Limit the number of people in the hall for each session.</p> <p>Activity Session (9.3sqM) = 16 people (Instructor to use front of the stage)</p> <p>Seated Concert – 9 rows x 16 seats = 108 people maximum but this will depend on social distance spacing in each row. (depends on Stage size)</p> <p>Seated at small Tables (.75 x .75) of 4 people in U – allow 3Mx2M per table = 3 tables across by 5 tables = 18 x 4 people = 72 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 = 18 x 4 people = 72 people.</p> <p>Seated at round Tables (1.5x1.5) of 6 people in U – allow 3.5Mx2.5M per table = 2/3 tables across by 5 tables = 13 x 6 people = 78 people.</p>	<p>These are the extreme limits for any event in the hall both for MICA and Hirers.</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>Every event taking place in the hall should be given consideration as to number of people involved.</p> <p>The Centre Manager will decide the best option that allows people to enjoy the event but at the same time keep everyone in the hall safe from spreading the virus.</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><b>STUDIO</b></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 a safe area is maintained both in the hall and going in and out.</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>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 = 13 people includes instructor)</p> <p>Social use = 48 (12 Tables of 4 people)</p> <p>Meeting = 24 (staggered opposites on a 9M table</p>	<p>Hall must be cleaned on a rota basis such that it is always ready for use.</p> <p>Hall usage is based on a comfortable seating arrangement and can be re-organised by the Manager to suit a particular requirement.</p> <p>The Centre Manager will decide the best option that allows people to enjoy the event but at the same time keep everyone in the hall safe from spreading the virus.</p>	<p>Centre Manager (Contract meeting)</p> <p>Centre Manager (at time)</p> <p>Duty Person (Every booking)</p>
10	<p><b>MAY BAR</b></p> <p>4.8M x 4M = 19 Sq M</p>	<p>Crowded room</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p>	<p>Keep the Bar limited in the number of people using it at the same time. Make sure it is not too crowded.</p>	<p>Meeting/social room – 16 people max well spaced from one end to the other with no bar open.</p> <p>Bar use – 18 people (seated and standing)</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>If necessary, Manager should use the Samphire Hall as an overspill if the May Bar is getting to full.</p>	<p>Centre Manager to decide at time of request to use, A cleaning programme needs to be put in place.</p>



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11	<p><b>BAR SERVERY AND CELLAR</b></p> <p>Servery -3.33M x 1.9 M = 6.4 Sq M plus wash-up Cellar – 4.2M x 2.9M = 12.1 sq M</p>	<p>Crowding in the servery. People leaning over the bar to be served.</p> <p>Both could spread the virus</p>	<p>Staffing to be kept to minimum in the servery area. Bar service can be organised with a queuing system or alternatively use a table service. Centre Manager to adopt best option to serve customers for each event.</p>	<p>Maintain a safe area for bar staff by limiting crowds at the bar.</p>	<p>Centre Manager for ongoing use.</p>
12	<p><b>GYM</b></p>	<p>Transfer of virus by close proximity of users.</p> <p>Transfer of virus by touching infected equipment.</p>	<p>Booking system in place 6 x 50 mins sessions per hour to allow cleaning.</p> <p>Only available during agreed hours.</p> <p>Details of sessions available and management of those sessions to be managed by the Trustees in conjunction with the Manager.</p>	<p>Only 6 people to use the gym at any one time.</p> <p>Bookings to be managed using on-line booking system or via reception using pre-planned booking sheets.</p> <p>All equipment to be made available for use to enable users to spread out more.</p> <p>Provide Sanitizer and cloths to allow users to clean each piece of equipment after use.</p> <p>Signage in the Gym asking users to comply with cleaning.</p> <p>Equipment to be cleaned every day</p>	<p>Centre Manager for ongoing use.</p> <p>And Duty Person after every session</p>

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13	<b>KITCHEN</b>	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.  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 cleaning measures in place.
14	<b>STORE CUPBOARDS</b> (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	<b>STORAGE ROOMS</b> (furniture/equipment)	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	<b>TOILETS</b>	<p>Dirty surfaces in frequent use: - door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>MICA to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</p> <p>Provide posters to encourage hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p> <p>Cleaned every day and as required during the day.</p> <p>Ensure rubbish bins are emptied on a regular basis.</p> <p>Provide Notices – handwashing Make sure Taps are run and Toilets flushed before opening to discourage Legionnaires disease.</p> <p>Hirers are aware of how to request any re- stocking.</p>	<p>Centre Manager to organise a Cleaning rota.</p> <p>Duty Person to check (Every Day)</p> <p>Centre Manager to organise toilet usage with all hirers to ensure safe access. (Hirer contract)</p>
17	<b>BOILER ROOM</b>	<p>Unclean Area Door handle, light switch</p>	<p>Public access unlikely.</p>	<p>Centre Manager to decide frequency of cleaning. Monitor staff access.</p> <p>Check when contractors visit.</p>	<p>Centre Manager (Always)</p>
18	<b>STAGE</b>	<p>Gets dirty when used Curtains Lighting and sound controls</p>	<p>Clean on regular basis</p>	<p>General cleaning as part of Samphire Hall – part of cleaning routine.</p> <p>Check stage curtain and tied backs Check stage side curtains will not hinder access to stage.</p>	<p>Centre Manager (Always)</p>

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19	<b>CHANGING ROOMS</b>  <b>Ladies</b> <b>4.2M x 3.33M</b> <b>= 14 sq M</b>  <b>Gentlemen's</b> <b>4.1M x 3.8M</b> <b>=15.6 sq M</b>	Can become dirty and possible area to spread virus.	Regular Cleaning required	Regular cleaning as part of the Centre cleaning routine. Keep numbers in the rooms to a minimum at any one time. Encourage people attending the Centre for any of the Activity sessions or gym to come dressed for the purpose.	Centre Manager (Always) Duty Person (Daily)
20	<b>OFFICE</b> <b>4.2M x 3.33M</b> <b>=14 sq M</b>	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  Keep the number of people in the office to a minimum.	Centre Manager (Daily)
21	<b>CHARITY SHOP</b>	Handling Cash and sale items.  Close contact with People  Handling donations.  Identify areas to be touched. Light Switches, Toilet area Sink area, Door handles.  Recycle shed	Maintain the Screen for counters especially in front of till.  Limit number of people in the shop at any one time.  Donations to be placed in a storage area – preferably by the donor. Allow a 72 hour period before sorting any donations.  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.	Screen Provision on till counter and sanitiser to be available at the entrance.  Limited cash – encourage people to pay by card.  Recommend that Face Masks are worn at all times  Areas identified as being touched to be cleaned daily.  <b>See detailed information in shop and at reception as this may change as locations change.</b>	Centre Manager (Ongoing) assisted by the Shop Organizer (Daily)

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22	<b>EVENTS</b>  See also Samphire Hall and Studio details.	Handling cash and tickets  Too many people arrive together.	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance.  Organise a queueing system and get people seated as soon as possible.  Cash payments/donations may be taken – hands must be washed.	MICA events must be booked in advance with limited ticket sales at the door.  Bookings will be done on-line as far as possible.  Payment must be by card	Centre Manager (Always)  Duty Person (when event held)
23	<b>MICA Activities</b>  What controls are needed to ensure the virus is not spread when activities are in progress.	Identify the activities and any dangers  For Organised Sport Activities people are limited to the limits of the hall being used.	The following will be permitted but with extra guidance: Organised Sport Activities – non-contact Badminton Table Tennis Squash Walking Football Walking Cricket	Manager to ensure any equipment is set up in advance and cleaned.  Manager to ensure people taken part are fit to do so.  Anyone showing signs of being unwell must be asked to leave immediately. They should be encouraged to self-isolate and get a test.	Then Centre Manager on an ongoing basis.  Duty Person (at time of Activity)