

Clerks Report

SEPTEMBER 2020

1. YOUTH WORK

Following the Prime Ministers statement on Tuesday September 22nd, the National Youth Agency (NYA) has confirmed that as an essential service, youth sector activity remains unchanged at AMBER level. further information on the [NYA site](#).

Youth venues need to display the official NHS QR code posters to make it easier for people to check-in at different premises once the app is rolled out nationally. If individuals choose to check-in using the QR code poster they do not need to log in via any other route. A QR code has been generated and displayed at the Pavilions.

2. BROADCLYST SPORTS PAVILIONS: COVID-SAFE VENUE

The Pavilions has been risk assessed and measures put in place for it to meet requirements to be a Covid-safe premise. Bookings at the Pavilions are now subject to user groups completing a Covid risk assessment based on their activities. This is stored on file.

The risk associated with 'pinch-points' such as the foyer are managed on a per group basis, with user groups either having an 'all in then all out' policy or by opening up the side gate/field gate and operating a one-way system. Social distancing in the toilets is ensured by only allowing single users in each toilet block at a time, with manually operated visual indicators on the outside of the doors.

Test and Trace

The Pavilions complies with Test and Trace by displaying a QR code for those with the App and a GDPR-compliant visitor sign in/out book for those without the App. The building was professionally deep-cleaned and sanitised prior to reopening; the in-house cleaning schedule has been adjusted so it is cleaned between user groups. A Covid first aid kit has been provided with additional items required by legislation such as a disposable overall, and additional cleaning products are also provided. The T's and C's of hire have been updated in line with Covid, including the requirement for each user group to wipe down touch points before, during, and at the end of each hire period.

As of 14th September, the Pavilions is not hired to groups over 6 persons, except for the Youth Club and home-schooling user groups as they meet the educational exemption criteria. It is not a large enough floor space to have two or more groups of 6 (multiple groups are permitted by legislation where they can be far enough apart to observe social distancing – i.e. in a cinema or restaurant).

Outdoor space

I have considered if putting a floored marquee on the lawn would provide an additional covered outdoor space to help boost usage and therefore recoup some lost revenue, with a quote ready to bring to council on 5th October for consideration. However, with the 'rule of six' now meaning that many of our user groups will not be permitted to meet, I feel Council could likely be spending more money than it would recoup by creating an outdoor space. It is also likely that we may see a further local lockdown

as is happening in other parts of the country which will include closure of public buildings. For this reason, I do not feel it is financially viable to pursue this course of action.

3. FOOTBALL

Grass-roots football was permitted to return in July with some additional restrictions and [guidelines](#). Changing rooms are an area of increased risk of transmission. All venues should encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower. Use of changing rooms and showering facilities should be avoided where possible, save for specific exceptions (i.e. to meet the needs of a disabled player). This has been applied to football at the Pavilions, with the Broadclyst FC receiving clear instruction that the showers/changing rooms are off limits. Players are permitted to enter the building one at a time to use the toilets only.

However, on 30th September, the Chairman and I received the following email from the Football Club Vice Chairman:

"I appreciate that I am beginning to sound like a broken record. For that I apologise. However, can we please review the use of the changing facilities at the Pavilions?"

So far, we have been lucky. The weather has been kind to us and we have managed to get away with changing outside. However, as you can see forecasted this weekend, it seems winter is truly setting in as we welcome a very wet couple of days.

This makes managing outside, very difficult and players, especially those visiting sometimes from some distance will be wet and muddy and it isn't practical for them to be driving home in wet/muddy kit.

Over the last couple of weeks I have spoken with Chris French who is the County Development Officer for the Devon FA and also the POC for COVID queries and he has had a look at our risk assessments. He says it is one of the better ones he has seen and is happy that it covers risk adequately. He has also said he is happy to have a chat with any of you if needs be.

I appreciate the guidelines state that changing facilities should stay closed but these are only guidelines and the FA have advised that they're happy that we can manage the risk of contamination effectively as long as the manager of the facility is happy as well.

I'd really appreciate your latest thoughts/feelings on the matter if possible."

Having checked the guidance for any changes/updates, the screen shots on the following page still clearly state that players should arrive changed and shower at home, and that changing rooms (as an indoor facility) should remain closed. As the Clerk, I am not willing to override or ignore government advice, especially in a matter as potentially serious as Covid.

Resolution required:

For the Council to consider the request in the email and government advice, resolve if it wishes to follow government guidance or not, and instruct its staff accordingly.

Guidance

Guidance for providers of outdoor facilities on the phased return of sport and recreation in England

Updated 30 September 2020

Contents

Introduction

Principles to help organisations prepare for a phased return to play

Reopening your outdoors sports facility

Guidance

Return to recreational team sport framework

Updated 30 September 2020

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Latest updates

Introduction

Key principles - prior to activity

Key principles - during activity

Key principles - facility usage

Appendix

Team sport guidance

Applies to: England (see guidance for [Wales](#), [Scotland](#), and [Northern Ireland](#))

Latest updates

park.

Venues will implement traffic flow systems where possible and appropriate.

Venues will outline socially distanced areas for teams, officials and spectators.

Venues will ensure that all accessible provision within the site and the facility are available.

Changing rooms and showers

Players should arrive changed and shower at home. Use of changing and shower facilities must follow [government advice on the use of indoor facilities](#) where available.

If these facilities remain closed, exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, allowing children to change clothes.

Toilets

Toilets will need to be opened for pre-match, match and for 30mins following.

Steps that will usually be needed:

- 1 Using signs and posters to build awareness of good handwashing technique, the need to

parks.

Take into account total floorspace as well as likely pinch points and busy areas. Limiting the number of customers in the building, overall and in any particular congestion areas, for example doorways between outside and inside spaces. See [guidance on spending time outdoors](#).

Restaurants, changing rooms and car parks

Bars and restaurants, including any food or drink facilities inside a clubhouse can open, in accordance with the latest [guidance](#).

Make customers aware of, and encourage compliance with, limits on gatherings. For example, on arrival or at booking. Indoor gatherings are limited to 6 people.

At till points, consider mandating contactless or at least card payment, to avoid handling cash. Also ensure social distancing between customers and servers when food or drink is handed over. Also consider using screens at till points.

Indoor facilities, apart from toilets and through-ways, should be kept closed.

You may reopen car parks if you need to.

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4. COMMUNITY BUDGET CONSULTATION

Further to Council's resolution to undertake community budgeting exercise this autumn, the Deputy Clerk will distribute a letter to parish community groups, associations and clubs to gather usage numbers, need, and past support.

5. RISK ASSESSMENT

- i. The Council's workplace risk assessment has been reviewed and updated to include the most recent changes in legislation. It is appended to this report for acceptance.
- ii. The risk assessment for the reopening of the public toilets has been completed and is also appended to this report for acceptance.

6. EMERGENCY POWERS

Following a review of the emergency delegated powers which were invoked as part of the pandemic response, it is recommended that the Council reverts to the delegations in its Standing Orders and Financial Regulations.

Recommendations:

1. That the Council notes that its premises comply with the NHS Test and Trace legislation.
2. That the Council receives, considers and accepts risk assessments for the Pavilions, all workplaces, and the public toilets.
3. That the Council formally notes the end of its operation under Emergency delegation.

This concludes my report to Council.

Angie Hurren
Broadclyst Parish Clerk

1st October 2020

BROADCLYST PARISH COUNCIL: WORKPLACE RISK ASSESSMENT

Objective: That all employers carry out a COVID-19 risk assessment.

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular businesses should consider the risks to their workers and visitors. As an employer, the Council has a legal responsibility to protect workers and others from risk to their health and safety. This means that Council needs to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

The Council must make sure that the risk assessment for its business addresses the risks of COVID-19, using this guidance to inform its decisions and control measures. It should also consider the security implications of any decisions and control measures it intends to put in place, as any revisions could present new or altered security risks that may require mitigation. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace.

Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.

Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

Employers must follow all instructions from authorities in the event of new [local restrictions](#).

How to raise a concern:

- contact your employee representative
- contact your trade union if you have one
- contact HSE at **HSE COVID-19 enquiries**. Telephone: 0300 790 6787. Online: [working safely enquiry form](#)

1.1 Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means protecting the health and safety of your workers and visitors by working through these steps in order:

Legislative requirement	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
NEW ITEM Ensuring both workers and visitors who feel unwell stay at home and do not attend the premises. From 28 September, by law businesses may not require a self-isolating employee to come into work.	Email sent to staff 25.09.2020 with this instruction and links for advice on what to do if they feel unwell.	2 x 3 = 6 moderate	None required	Angie Hurren (AMH); 25.09.2020
In every workplace, increase the frequency of handwashing and surface cleaning.	All staff have free access to handwashing facilities. Workspaces are cleaned daily. All staff have been provided with hand sanitiser, gloves, and other PPE such as face masks. Cleaning and sanitising products: Sursol surface sanitiser (disinfectant and viricide; complies to BS EN 1276 and EN 14476) PBS Medicare (Reduce The Risk) - 5Litre Antiviral Disinfectant (conforms to BS EN 14476) 80% Alcohol Hand Sanitiser Liquid Rub (conforms to EN 1276, EN 1500, EN 1650, EN 13624, EN 13727 and EN 14476)	1 x 3 = 3 Low	None required	AMH; 25.09.2020

Legislative requirement	BPC Assessment and control actions already in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
NEW ITEM To help contain the virus, office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties from home they should do so. Public sector employees working in essential services, including education settings, should continue to go into work where necessary. Anyone else who cannot work from home should go to their place of work. The risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed closely. Extra consideration should be given to those people at higher risk.	Office-based staff assessment: Clerk: works in own office Deputy Clerk: works in own office Clerk and Deputy Clerk observe social distancing within their work bubble when working together. Their roles to deliver council services and administrate the Food Bank requires them to be in the office. The confidential aspect of work precludes it from being done at home. The council office is a Covid-secure premise with no access permitted to anyone other than the Clerk and Deputy Clerk. A cleaning record is kept. Other Staff assessment: Pavilions administrator: currently off long-term sick NP Officer: working from home (WFH) Man Friday 1: lone worker outdoors (separate RA) Man Friday 2: lone worker outdoors (separate RA) Cleaners: work alone in separate premises Volunteers assessment: Food bank pickers/packers: work alone or in pairs.	2 x 3 = 6 moderate	Review government guidance weekly and adjust RA as necessary. Responsible person: Clerk In her absence: Deputy Clerk. Ensure any updates are communicated to all affected parties. Responsible person: Clerk In her absence: Deputy Clerk. Ensure any new high-risk people are recorded Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

	Food bank distributors: work alone or in pairs. PPE and hand sanitiser provided. Councillors assessment: All public face-to-face meetings suspended. Contractors assessments: All contractors work alone and under their own RA's. High risk people assessment: To the best of our knowledge we do not have any high-risk employees or volunteers, however the NP Officer also cares for elderly parents so has been moved to a WFH position to protect them.			
Businesses and workplaces should make every reasonable effort to ensure their employees can work safely. When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable).	Cleaning products provided at all council premises. PPE and hand sanitiser provided at all council premises Appropriate signage for capacity, social distancing, and one-way systems is in place at all venues as needed.	2 x 3 = 6 moderate	Ensure PPE and hand sanitiser is available Check signage weekly. Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

Legislative requirement	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.	There are no current activities that cannot be undertaken with 2m social distancing observed.	1 x 3 = 3 Low	RA any new activities Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.	NA as social distancing can be followed in full for all activities.	1 x 3 = 3 Low	Assess if new activities are essential Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
You should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.	Lone workers use mobile phones or two-way radios to communicate with each other and line management. There are no current council public activities that could cause voices to be raised.	1 x 3 = 3 Low	Assess if any new activities could cause voices to be raised Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

Legislative requirement	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
NEW ITEM Effective from 14th September 2020 Whether indoors or outdoors, people from different households must not meet in groups of larger than 6. This limit does not apply to meetings of a single household group or support bubble where it consists of more than 6 people.	Council meetings are all held virtually, with no face-to-face meetings taking place. The primary school has been asked to circulate social distancing advice to parents on using the play area and recreation ground. Autumn staff appraisals will be carried out in person observing social distancing and wearing PPE. All public events for 2020 have been cancelled.	3 x 3 = 9 High	To take reasonable steps to ensure the rule of six is observed. This could include spot checks on hirers. Revised risk after mitigations: 2 x 3 = Moderate Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 12.09.2020

Additional considerations for council activities	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
Risk when receiving deliveries	All deliveries are received contact-free. Packages and post are not opened for 72 hours where possible Delivery drivers are not permitted access into any council building	1 x 3 = 3 Low	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
Risk from common use high-traffic areas such as kitchens, toilets, smoking areas, corridors, stairs etc.	Signage indicates maximum capacity in an area Virtual meetings are preferred, where this is not possible (i.e. on site) social distancing and PPE is mandatory Toilets and kitchen are single occupancy areas Social distancing is observed at all times Shared items i.e. kettles are wiped off with a viricide after every use Windows and non-fire doors are kept open Staff do not have a shared canteen or smoking area	1 x 3 – 3 Low	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

Additional considerations for council activities	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
Works vehicles	Touch points are wiped off after each driver (wipes provided) Single occupancy preferred; where this is not possible, windows are kept open A supply of PPE is kept in the vehicle Number of drivers is restricted to Clerk, Groundsman and one volunteer only		Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
Disposal of PPE	Where disposable PPE is used, safe disposal (bagged and binned) is mandatory. If the wearer has symptoms, see 'waste' below	2 x 3 = 6 moderate	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
Cleaning if someone becomes ill whilst on Council premises	The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.	2 x 3 = 6 moderate	Review government advice, amending and communicating the Council's Covid-19 RA as necessary	AMH; 25.09.2020

	Public areas where a symptomatic person has passed through and spent minimal time, but which are not visibly contaminated with body fluids (such as corridors) can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using either: • a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants		Responsible person: Clerk In her absence: Deputy Clerk.	
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Additional considerations for council activities	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
Contaminated waste disposal	Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.	2 x 3 = 6 moderate	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

	If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste			
NEW ITEM Face coverings	The government's list of indoor places where Face coverings must be worn (updated 24.09.2020) includes community centres. Face coverings must be fitted before entering and kept in place until vacating the premises.	2 x 3 = 6 Moderate	The Council reserves the right to carry out spot checks on user groups hiring the Pavilions to ensure compliance. Failure to do so will result in cancellation of future bookings.	AMH; 25.09.2020
NEW ITEM NHS Test and Trace	The Pavilions and Parish Council office complies with Test and Trace by displaying a QR code for those with the App and a GDPR-compliant visitor sign in/out book for those without the App. Applies from 24th September 2020	1 x 3 = 3 Low	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

NOTES TO THE RISK ASSESSMENT

1. The Council is a body corporate and an employer.
2. The Council cannot discharge its responsibilities as an employer. As an employer, the Council must protect people from harm. This includes taking reasonable steps to protect workers and others from coronavirus. This COVID-19 risk assessment will help the Council manage risk and protect people.

The employer must:

- identify what work activity or situations might cause transmission of the virus
 - think about who could be at risk
 - decide how likely it is that someone could be exposed
 - act to remove the activity or situation, or if this isn't possible, control the risk
3. The Covid workplace assessment supplements other council risk assessments. All employment H&S obligations still apply.
 4. The Council has carried out a risk assessment and displays the "Staying COVID-19 Secure in 2020"¹ notice in its workplaces to show that it has complied with the [guidance on managing the risk of coronavirus \(COVID-19\)](https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice).
 5. Risk Matrix used in this assessment

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

This risk assessment was reviewed and updated on 25th September 2020 by Angie Hurren, Broadclyst Parish Council Clerk/RFO
It is recommended to the Council for adoption at its meeting on 5th October 2020.

¹ <https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice>

COVID-19 Risk Assessment for hirers of Broadclyst Sports Pavilion

This document can be used as a guide to help you to produce your own COVID-19 risk assessment for use of our hall. We can help you to complete it with reference to our premises. This is intended as a supplement to the ordinary Risk Assessment for your group.

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment details the risks associated with the spread of COVID-19 from the pavilion and provides methods of controlling these risks. The pavilion is currently closed for use by the public. However, the government has announced that community centres could be re-opened on 4 July 2020 subject to providing a COVID safe environment. The guidance for providing a safe environment includes a requirement to carry out an appropriate COVID-19 risk assessment. This risk assessment takes each of the key principles as set out in the guidance and assesses whether practical arrangements can be put in place in the context of the outdoor facilities owned and managed by Broadclyst Parish Council.

Council is not obligated to reopen any of its facilities because there is permission to do so.

What are the hazards:

- Spread of COVID-19 (Coronavirus)

Who might be harmed?

- Staff
- Councillors
- Volunteers
- Contractors
- Members of the public who visit or use Council to premises and facilities

Area of Risk	Risk identified	Controls already in place	Additional controls	Further actions / Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Hiring group leaves hall or equipment without cleaning.	Group to check with hall administrator when hall is cleaned.	Terms of hire updated to require Group to make sure regularly used touchpoints are wiped before, during and after hire e.g. tables, sinks, door and toilet handles.	Council will ensure enough PPE and cleaning products are provided.
Managing Social distancing, especially where people are attending who may be vulnerable	People do not maintain 2m social distancing (or 1m plus additional measures)	Hirers must comply with social distancing as far as possible and implement a one-way system through the building where it is practical to do so. Lay out tables/chairs at set distances. <u>Social distancing in toilet areas</u> Toilet areas are very limited in space and social distancing would not be possible in any of these rooms. <u>Social distancing in changing rooms</u> Social distancing in the changing rooms will not be possible and the government has stated that these facilities must remain closed. Changing rooms are to remain closed.	<u>Social distancing in toilets</u> Vacant/engaged signage has been fitted to each door of the separate ladies' and men's toilets. This will enable those wishing to enter the toilets to see if they are available. <u>Social distancing in changing rooms</u> Changing room doors have been deadlocked to prevent unauthorised use.	Hirers to allow people time to use toilets without others present.

Area of Risk	Risk identified	Controls already in place	Additional controls	Further actions / Notes
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Face coverings to be worn at all times whilst indoors.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used including the kitchen bin at the end of hire.
Hand cleanliness	Transmission to other members of group and premises	Everybody must use sanitiser on entering and exiting the premises. Good hygiene facilitated by ensuring suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand dryers) are available.		Council will ensure enough PPE and cleaning products are provided
Someone falls ill with COVID- 19 symptoms	Transmission to other members of group and premises	Move person to safe area away from other group members immediately and send straight home. Obtain contacts, inform hall administrator immediately. Advise group members to self-isolate for 14 days / seek a Covid-19 test.	New: Covid 1 st Aid kit provided	Ensure all members know not to attend group meetings if they have any Covid-19 symptoms.

Area of Risk	Risk identified	Controls already in place	Additional controls	Further actions / Notes
Test and Trace	Tracing of persons following a confirmed case of Covid	Groups retain a register of people attending and have a record including method(s) of contact.	New: A Pavilions-specific NHS App QR code is now displayed New: A Visitors signing in book is provided for those without the App.	For hirers to ensure a register of all attendees is kept.
Symptoms of Covid-19	Persons may not know the symptoms.	Posters displayed reminding hirers of symptoms and the requirement to self-isolate and get a test.		For hirers to ensure their members know not to attend if they have any symptoms or have knowingly been in contact with someone who has symptoms.

Prepared by: Angie Hurren
Date: 25th August 2020
Updated 25th September 2020
Circulated to: all Pavilions user groups.

Broadclyst Sports Pavilions
Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Pavilions' ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Pavilions, as shown on the attached poster which is also displayed at the Pavilions entrance, in particular using the hand sanitiser supplied when entering the Pavilions and after using tissues.

SC2:

You undertake to comply with the actions identified in the Pavilions risk assessment, of which you have been provided with a copy.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 6 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social

distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time (save where assistance is needed).

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face.

SC9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the Pavilions.

SC11:

You will encourage users to bring their own drinks and food. Where this is not possible, you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC12:

We will have the right to close the Pavilions if there are safety concerns relating to COVID-19, for example, if someone who has attended the Pavilions develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with,

Broadclyst Parish Council: Pavilions re-opening special conditions.

V1. 25th August 2020.

whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Pavilions you should remove them to the designated safe area which is preferably outside or the foyer if this is not possible. We provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Parish Council immediately on 01392 360269 or 07532 286713.

SC14: For events that are excepted from the rule of 6, you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place.

SC15: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16:

Other special points:

Where a sports, exercise or performing arts activity takes place:

- You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

Where a group uses their own equipment:

- You will ask those attending to bring their own equipment and not share it with other members;
- You will avoid using equipment, which is difficult to clean, as far as possible.
- You will ensure that any equipment you provide is cleaned before use and before being stored in the Pavilions cupboards.

SC17:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

Revised 25th September 2020

LET'S HELP STOP THE SPREAD OF CORONAVIRUS



Scan this QR code with your
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Broadclyst Parish Council

Office 3 Phillip House, Honiton Road, EX1 3RU

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LET'S HELP STOP THE SPREAD OF CORONAVIRUS



Scan this QR code with your
NHS COVID-19 App to check-in



Broadclyst Sports Pavilion

s, Holly Close, Broadclyst, EX5 3JB

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Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Signed on behalf of employer _____ Employer representative signature

Employer Broadclyst Parish Council Date 14th September 2020

Who to contact: The Health and Safety Executive at www.hse.gov.uk or 0300 003 1647