

Covid-19 is a new virus that can affect your lungs and airways. It is a type of coronavirus of which there are a number in circulation at any one time. Symptoms can be mild, moderate, severe or fatal. This is a **Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances. To keep up to date with current guidance in this fast changing situation visit <https://www.gov.uk/coronavirus>.

Risk assessments are very important as they form an integral part of an occupational health and safety management plan. They help to:

- Create awareness of hazards and risk.
- Identify who may be at risk (e.g., employees, cleaners, visitors, contractors, the public, etc.).
- Determine whether a control program is required for a particular hazard.
- Determine if existing control measures are adequate or if more should be done.
- Prevent injuries or illnesses, especially when done at the design or planning stage.
- Prioritize hazards and control measures.
- Meet legal requirements where applicable.

The aim of the risk assessment process is to evaluate hazards, then remove that hazard or minimize the level of its risk by adding control measures, as necessary. By doing so, you have created a safer and healthier workplace.

The goal is to try to answer the following questions:

- What can happen and under what circumstances?
- What are the possible consequences?
- How likely are the possible consequences to occur?

Building Name: West Oxford Community Centre

Assessment carried out by: Keith Birnie

Date of next review: End of April 2022

Date assessment was carried out: 25th March 2022 changes highlighted)

Specific Aims:

To identify the risks of operating a well-used community centre open to the public via Tumbling Bay Café as well as room hirers; contractors; and other occasional visitors to WOCA.

To identify the controls necessary to manage the risks under current guidance in respect of the coronavirus pandemic to be operated by WOCA in relation to the building operation and staff and the framework for tenant and group activity in the building.

General Principles

Covid 19 can be spread via:

- Airborne Transmission
- Contamination of surfaces – this has not been proven beyond doubt

Risk of infection is made more likely because of:

Inability to maintain social distancing due to the layout and activities at the centre:

- Access and Egress
- Communal services eg corridors and toilets
- Offices
- Activities of centre users

Virus spreading because of 'aspiration' including

- Coughing and sneezing
- Nature of the centre users' activity

Virus spreading through

- Infection via an asymptomatic carrier
- Infection of someone who develops symptoms

Virus spreading through lack of understanding of the risks and necessary actions

Heightened levels of anxiety and the potential for conflict

Higher-risk groups include those who:

- are older males
- have a high body mass index (BMI)
- have health conditions such as diabetes
- are from some Black, Asian or minority ethnicity (BAME) backgrounds
- have not been vaccinated

WOCA considers the risks with reference to:

Oxford City Council guidelines

<https://www.oxford.gov.uk/coronavirus>

Health and Safety Executive and HM Government Guidance

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/> - withdrawn 23 July 2021

<https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/covid-19-response-summer-2021> not updated since August 2021

<https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/moving-to-step-4-of-the-roadmap> not updated since August 2021

<https://www.gov.uk/guidance/working-safely-during-covid-19> – currently Plan A:

- Workers are no longer asked to work from home if they can. Employers should talk to their workers to agree arrangements to return to the workplace.
- There is no longer a legal requirement to wear a face covering. The government suggests that people continue to wear one in crowded and enclosed spaces where they may come into contact with people they do not normally meet.
- Venues and events are no longer required by law to check visitors' NHS COVID Pass. They can still choose to use the NHS COVID Pass on a voluntary basis.
- There is no longer a legal requirement to self-isolate

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

Whilst there is no longer a legal requirement to wear a face covering, the Government suggests that you continue to wear one in crowded and enclosed spaces, especially where you come into contact with people you do not usually meet, , when rates of transmission are high

<https://www.hse.gov.uk/coronavirus/index.htm>

From 24 February, the UK government has ended any remaining legal coronavirus restrictions in England. This includes removal of the requirement to self-isolate. The use of face coverings is a public health protection measure. They are not classed as personal protective equipment (PPE) and are therefore not covered by health and safety legislation,

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

<https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm>

<https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare_guidance

<https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship>

<https://emduk.org/important-information-from-emd-uk-on-coronavirus-covid-19/#toggle-id-1>

February 2022 - “There are no restrictions on how many people can take part in sport and physical activity, or on the activities they can do”.

<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers#whats-changed>

Action with Communities in Rural England Guidance

<https://acre.org.uk/covid-19-safer-community-centres/>

Ongoing Advice from Community Matters

...and in the context of:

Continuing to meet its constitutional aims whilst carrying out a phased re-opening following the government's 'roadmap', moving from the current situation to:

- More than one activity in the building at a time
- Intergenerational contact (from 1 April 2021, vulnerable people are no longer being advised to 'shield')
- Tumbling Bay Cafe operating with customers indoors
- Centre users entering and leaving the centre unsupervised by WOCA staff
- Open door (at least some times of the day)
- Offering all centre users access to toilets and hand-washing facilities

In the course of this process, the risk assessment will be regularly reviewed and amended, in accordance with the local situation, changing government guidance and learning from centre users' phased return. Because of particular local concerns, WOCA's requirements may go above and beyond current government guidance.

Responsibilities

WOCA is legally responsible for the health and safety of its staff and volunteers. It has a separate risk assessment for them to address particular issues related to Covid-19.

WOCA CIO also has a responsibility to all centre users: tenants, licensees (Tumbling Bay Kitchen and Café and its customers); room hirers (group activity leaders and their participants); contractors; and other occasional visitors. Tenants, licensees, hirers and contractors, will need to be bound by this risk assessment, and carry out their own risk assessments to cover their particular activities. They and WOCA will need to agree who is responsible for what and to whom.

Guidance

WOCA will provide a '[Welcome Back Pack](#)' to all returning centre users, and an introductory email to new users, which will provide guidance for completing their own risk assessment. This will comprise an activity risk assessment template, links to appropriate statutory guidance, and signposting to other approved training and guidance. WOCA will also meet with returning and prospective users prior to their bookings, and be around for at least the first session to help them get settled and ensure they understand the requirements.

Requirements

From 27 January 2022 there is no longer a legal requirement to wear face coverings in indoor settings or to maintain social distancing. However, cases in Oxford remain high, so WOCA will continue to encourage protective behaviours of room users.

Face coverings

Although Face Coverings are no longer a legal requirement, WOCA encourages people to wear a face covering in the community centre.

Tenants, licensees, and activity leaders will need to consider whether to make use face coverings a requirement in the context of their particular activity.

Disposal of masks – centre users should ensure they take their masks with them when they leave.

Social Distancing

Although social distancing is no longer a legal requirement, WOCA encourages all centre users to maintain 1 metre plus distancing, to continue to combat the risk of infection.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risk of Covid 19 infection as listed in 'General Principles' above	To all users of the building	<p>WOCA has established a risk assessment sub-group of trustees, to help assess activity risk assessments and streamline the approval process.</p> <p>WOCA has a separate risk assessment for staff.</p> <p>The building is currently operating under a building risk assessment, identifying actions for mitigation of risk, approved by trustees and shared with Oxford City Council.</p> <p>There is no access to the general public.</p> <p>All room hirers and licencees are required to produce an activity risk assessment for approval by trustees as a condition of their booking.</p> <p>WOCA has a suite of Health and Safety and Fire Procedures</p>	<p>Continually review risk assessments (including individual action plans for staff) in the light of changing statutory requirements</p> <p>Supporting tenants to produce and update tenant-, licensee-, and hirer-specific risk assessments for operation in the building and ensure appropriate authorisation</p> <p>Continue working with regular and prospective users</p> <ul style="list-style-type: none"> to ensure presence in the building is operated in accordance to the building's risk assessment to ensure an appropriately authorised risk assessment <p>Continue working with the Tumbling Bay Kitchen & Café to maintain indoor service with customer access to toilets</p>	<p>Keith, supported by trustees, for report to Committee</p> <p>Keith, supported by trustees.</p> <p>Keith with support of trustees' risk assessment sub-group.</p> <p>Keith, Tom, and Vladimira, with support of trustees' risk assessment sub-group.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Access/Egress: Access to building, communal areas and rooms; passageways	All users – airborne infection	<p>Supporting social distancing:</p> <p>Established one-way flow in and out of the premises if required to reduce contact with other centre users.</p>	<p>Ensure arrangements understood by all users and ask people to be abide by arrangements, using the 'Welcome Back Pack', introductory emails, site visits prior to starting, staff presence to begin with,</p>	Keith and staff team	Before centre users re-start and on return	

	<p>Markings and signage complete (see map, Appendix 1)</p> <p>Capacities of rooms have returned to pre-Covid levels</p> <p>Although social distancing is no longer a legal requirement, WOCA advises room users to maintain 1 metre plus distancing where possible</p> <p>Queueing points are being introduced as per diagrams: Appendix 1 – Exit and Entrance Points Appendix 2 – Access to Toilets</p>	<p>supported with activity risk assessments, and signage.</p> <p>Tenants/licencees/hirers to confirm arrangements with their customers/participants in an appropriate way.</p> <p>Activity leaders to confirm arrangements with their participants in an appropriate way.</p> <p>Activity leaders and tenants/licencees to be responsible for entrances and egress of their participants and customers</p> <p>WOCA to advise tenants and activity leader of requirements for using the building as part of their 'rental' arrangement.</p> <p>WOCA to share best practice as activity risk assessments are developed.</p> <p>Provide a checklist of things to remember for room users which they receive when collecting their access fob.</p> <p>On a trial basis, the main doors will be open to the public at the following</p>	<p>Keith</p> <p>Tenants/licencees Activity Leaders</p> <p>Activity Leaders</p> <p>Tenants/licencees Activity Leaders</p> <p>Keith</p> <p>Keith</p> <p>Keith</p> <p>All staff</p>	<p>Before starting or as operation changes</p> <p>Before starting</p> <p>Ongoing</p> <p>Before starting</p> <p>Ongoing</p> <p>Ongoing</p> <p>From 22/3/22</p>
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			<p>times: Monday – Friday 8:30 – 6:30 (except Wednesdays, 8:30 – 1:30)</p> <p>At other times, staff to allow access to members of the public wishing to make use of toilets when they judge it safe to do so.</p> <p>Arrangements are under continual review</p>	Keith and risk assessment sub-group	Ongoing	
<p>Training: Staff training out of date or additional training may be required for Covid 19 (Government Guidance, new chemicals, PPE etc)</p>	<p>All users – infection</p> <p>Staff – lack of knowledge of procedures; PPE</p>	<p>All cleaning staff briefed and issued with guidance (see Appendix 3)</p> <p>All staff completed Covid-Safe Online training from Community Matters</p> <p>Covid-Safe Online training offered to volunteers, Sappho, Tom and Vladimira</p> <p>Details included of Covid-Safe training in ‘Welcome Back Pack’ and introductory email for prospective centre users</p> <p>All staff working at the centre carry out regular individual COVID-safe action plans.</p>				

<p>Infection: Spread of Covid 19 through surfaces.</p>	<p>Staff and all building users – infection from touching</p>	<p>Regular cleaning of all ‘high touch’ areas as outlined in Appendix 3 -Cleaning Procedures</p> <p>Sanitiser dispensers and signage purchased and installed around building and at entrances (see Appendix 2)</p> <p>Checklists on display showing when last cleaned</p> <p>Replaced all bins with lids with pedal bins</p>	<p>Expectations for tenants/ licensees/ activity leaders to be added to Welcome Back Pack introductory emails, and in-person meetings including encouragement of good hygiene routines (more regular and frequent hand washing/ sanitising) all to sign off.</p> <p>Anti-viral sprays and wipes to be provided in each room (including toilets and kitchenette) for centre users</p>	<p>Keith, and trustees risk assessment sub-group</p> <p>Keith to supply, staff to check supplies available daily</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>Infection: Spread of Covid 19 though airborne transmission (it is a virus)</p>	<p>Staff and all centre users</p>	<p>Keep centre as well-ventilated as possible (opening windows and doors where security and limits on movement around the building permit). See diagram at Appendix 7</p> <p>‘Catch It, Bin It, Kill It’ posters</p> <p>Social Distancing: Floor discs available to help with distancing.</p> <p>‘2 metre rules’ in each room</p>	<p>Advise Centre Users on good respiratory hygiene, following HM Govt guidance on sporting activity, performance, exercise, etc. Encourage users to keep doors and windows open during sessions. Include in ‘Welcome Back Pack’ and introductory email.</p> <p>Air rooms for a minimum of 15 minutes after activity involving more vigorous breathing</p> <p>Stagger shift patterns to allow time for office to be aired between staff.</p>	<p>Keith/James</p> <p>Centre staff</p> <p>Keith</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

		<p>New signage at entrance and café and health hub signage for tenant operation</p> <p>Included recommended layout for rooms in hire agreement/information for bookers.</p>				
Slips, Trips & Falls: Slips may be more common due to increased cleaning requirements of floors	Staff and all centre users	<p>WOCA has a suite of Health and Safety and Cleaning procedures for staff to follow.</p> <p>'Caution Wet Floor' signs</p>	If any cleaning of floors to be done by activity leaders, ensure they are aware of safe practices by sharing the cleaning procedures in Appendix 3	Keith	As required	
Human Factor: Lack of understanding or appreciation of risk posed by Covid 19	Staff and all centre users	<p>Plan to re-open in phases, starting with trusted users, building to multiple users at one time (Appendix 6), in accordance with the government roadmap and local conditions.</p> <p>Training and line management for staff and volunteers</p> <p>'Catch It, Bin It, Kill It' signage</p> <p>Dialogue with room users, ensuring awareness of need to adjust timings of bookings, guidance for people classed as vulnerable, requirement to provide risk assessment; etc</p>	<p>Liaison with regular users and prospective room bookers.</p> <p>Good oversight by WOCA staff (and potentially volunteers) of safe practice</p>	<p>Keith/Erin</p> <p>Keith, staff, trustees</p>	<p>Ongoing</p> <p>Ongoing</p>	

		Reinforcement from staff presence and encouragement of a supportive environment to comply with rules Updated hire agreement, display signage to reinforce messages to visitors.				
Infection: Contamination from work wear and masks	Staff involved in cleaning contaminated areas, or working in areas with others where it is impossible to socially distance	Staff already carry face coverings which they clean themselves We have supplies of extra masks, gloves, aprons, and single-use cloths Sourced and provided protective masks for staff to be used in known infection situation and deep cleaning			Ongoing	
Infection: Staff and centre users infected by Covid19	All centre users present at the time	Cleaning procedures to deal with potential contaminated area updated Track and trace procedures – see Appendix 8	Establish alert procedures with users in case of staff not being present	Keith, staff, risk assessment sub-group	Ongoing	
Stress caused through fear of infection at the centre	Staff and centre users	Dialogue with staff, tenants, licensees, and activity leaders Signage and other publicity designed to reassure and inform centre users about what WOCA is doing to make the centre Covid-safe:				

		<ul style="list-style-type: none"> • Cleaning records on display • Social distancing info • Plentiful supplies of sanitiser 				
Waste Disposal of Covid 19 infected items and potentially contaminated items	Staff and centre users	<p>See Appendix 3 'Cleaning Procedures'</p> <p>Bins provided for potentially contaminated material</p>	<p>Potentially contaminated items, eg:</p> <ul style="list-style-type: none"> • Discarded masks • Discarded tissues <p>should be taken away by hirers or put in a contamination bin</p>	All users, staff	Ongoing	
Fire Safety: New access routes may be required and additional or refresher training carried out.	Staff and centre users	Usual fire procedures	Welcome Back Pack , dialogue with new users when they visit prior to starting.	Keith	Ongoing	
Violence to staff and conflict between users and customers	Staff, tenants, licensees, activity leaders	<p>Dialogue with those asked to enforce rules, particularly around strategies to deal with non-compliance</p> <p>Welcoming, warm approach</p> <p>Delivered session on de-escalation November 2021</p>	Raise as an issue to consider in dialogue with returners/new users with potential scenarios to be prepared for	Keith	Ongoing	
Human Factor: Hirers or activity leaders may have not received training in virus infection prevention or be aware of current guidance.	Staff and other centre users	<p>Sharing our risk assessment</p> <p>Requiring hirers to provide a Covid-safe risk assessment for their activity in the context of the centre</p>	<p>Share guidance from HM Govt, Oxford City Council; other reliable sources (eg umbrella bodies) in 'Welcome Back Pack' and email to prospective users</p> <p>Publicise accredited training and encourage take-up</p>	Keith	Ongoing	

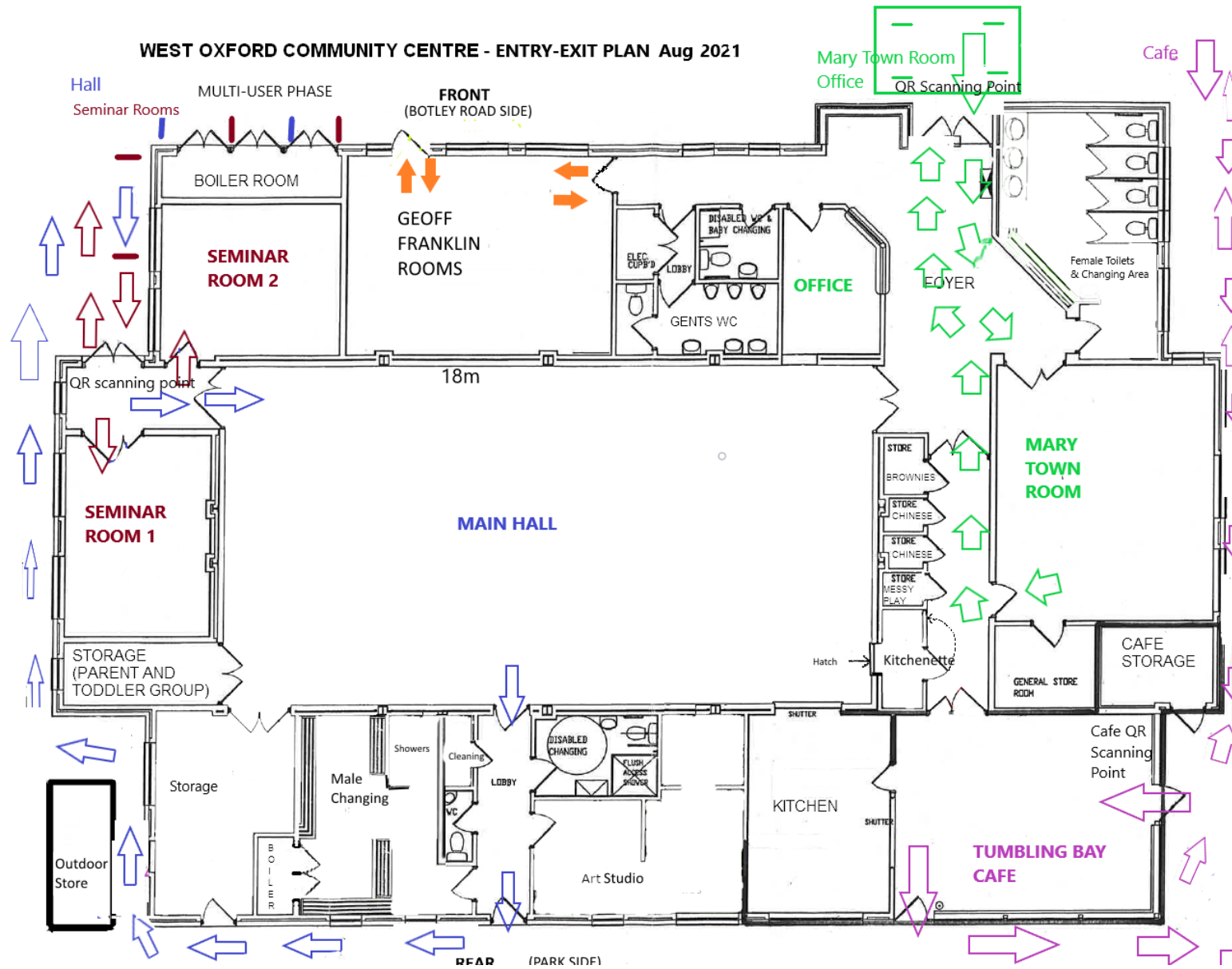
Infection: Infection risk from highly used areas such as communal rooms, kitchenette, office	Staff and centre users	Enhanced cleaning procedures in meeting rooms, passageways, kitchenette and office (cleaned after use)	Hall, Mary Town Room, Seminar Rooms: Clean regularly with anti-viral wipes, air for 15 minutes if possible after more vigorous activity / singing / wind instruments Shared toilets: clean regularly (at least twice a day) with anti-viral wipes. Provide wipes for room users (*signage –dispose of in appropriate waste bin)	All staff Keith and other staff	Ongoing Ongoing	
Human Factor: Only information from government, NHS should be used to provide information to users and colleagues.	Staff and centre users	Basing risk assessment and other literature on statutory guidance, or guidance from established bodies using statutory guidance (Community Matters, ACRE)				
Managing high risk employees.	Staff, other centre users	Staff risk assessment Compliance with social distancing and good hygiene Return to work screening carried out with all staff. Action plans regularly updated.				
Suspected symptoms from employee or user.	Staff and centre users.		Ensure compliance from staff, tenants, licensees and activity leaders in their risk assessments.	Keith	Ongoing	
Facility Supervision levels	Staff and centre users	Staff team has procedures in place for opening on reduced staffing levels	Continue to review as centre gets busier	Keith, trustees	Ongoing	
Handling of post and deliveries.	Staff and centre users	Post and deliveries being taken and opened by staff				

Infection: Confirmed case of Covid 19 was in building.	All users in building at the time, unless exact areas visited are known	Follow cleaning and disinfection guidelines at Appendix 3	Follow Track and Trace procedures Follow cleaning procedures. If a particular incident happens, isolate from time of exposure for 72 hours if possible. Clean with disposable kit or do not use contaminated areas. Emergency COVID cleaning kits are available in the hall, the Mary Town Room, and the Seminar Rooms lobby.	Tenant, licensee, activity leader, or staff Staff Keith, activity leader	Ongoing	
First Aid (Covid)	Staff or centre users in the vicinity	Social distancing measures, hand hygiene, breath hygiene	Remove ill person to a separate area if possible, providing bowl, tissues.	Tenant, licensee, activity leader, or staff, depending on circumstances	Ongoing	
Safeguarding issues may become apparent after reduced contact with users.	Centre users	Maintaining dialogue with tenants, licensees, and activity leaders Review of safeguarding procedures/policy				
Security issues due to new entry / exit arrangements	Centre users, particularly when no staff presence	Additional security measures New fob access points to be added.				

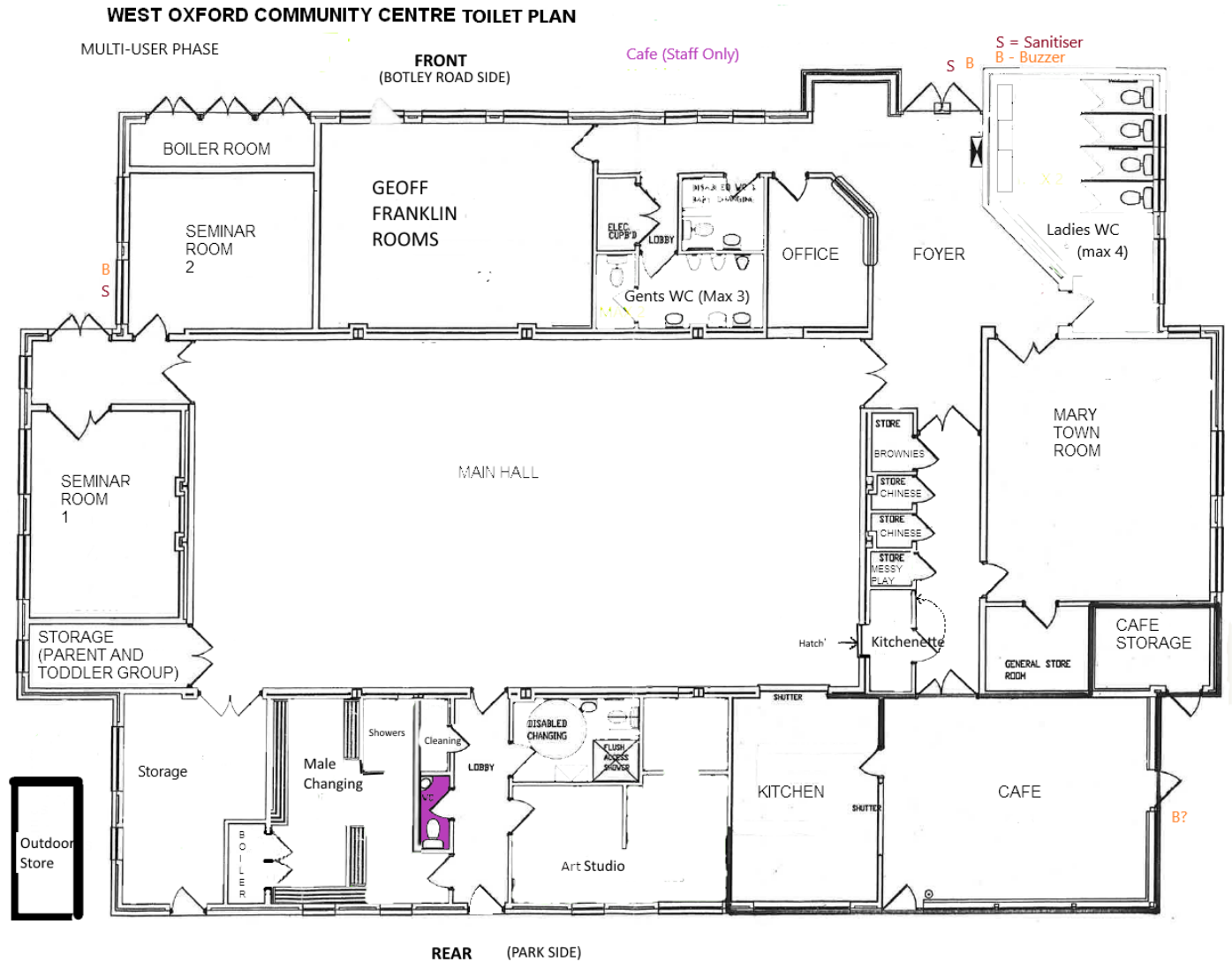
More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19

Appendix 1- Entrance and Exit Points



Appendix 2 - Toilet Access, buzzers and sanitiser dispenser points



Staff Cleaning Checklist against Coronavirus

RESPONSIBILITIES

WOCA Staff are responsible for cleaning the **Office, Hall, Mary Town Room, Seminar Rooms, Toilets, Lobby Area, and Kitchenette, Windows and External Doors, Gates, and other areas if used by room hirers. Make sure you record the time and date cleaned on the notice in the room (with dry wipe marker, not permanent or flipchart pen!)**

Tumbling Bay Café is currently responsible for cleaning of the **Café, Patio, Kitchen, and small toilet next to the cleaning cupboard (solely for Café use)**

The Little Health Hub is responsible for cleaning the **Geoff Franklin Rooms**

'High Touch' Surfaces - Clean and disinfect high-touch surfaces daily in common areas with bleach solution or Clinell wipes

Pens – wipe with bleach solution or Clinell wipes

Floors, walls – clean as normal. Do not use bleach solution to disinfect.

Soft furnishings, cushions etc should be removed from the environment if possible. Use steam cleaner to sanitise between uses if removal is impractical.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Doors – handles, touch plates, areas around touch plates, door jambs/surrounds, door release buttons							
Light switches Radiator knobs							
Window handles, blind cords							
Disabled-access changing area – cistern buttons/handles, taps, sinks, floor, walls							
Bins							
Tables							
Chairs (no cloth-upholstered chairs to be used)							
Office: Desk, work surfaces, photocopier, mouse, keyboard, phone, drawers, safe		–					

PLEASE NOTE – Only use water on the Karndean hard flooring in the lobbies/passageways, Mary Town Room and Seminar Rooms

Cleaning

- 'High Touch' surfaces should be cleaned frequently – at least twice a day – ideally three times
- Check that there are supplies of Clinell Wipes / bleach solution in each room each time you clean
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Disinfection

- For disinfection, diluted household bleach solutions can be used if appropriate for the surface, or Clinell wipes.
- Follow manufacturer's instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser.
- Avoid creating splashes and spray when cleaning.

Effective Disinfectant Bleach Solution

Bleach should be diluted in water at the ratio of 1:50

Prepare a bleach solution by mixing:

- 100ml of bleach per 5 litres of water or
- 20ml of bleach per one litre of water
- 10ml of bleach per 500ml of water (this is the size of our spray bottles)

Cleaning and Disinfection - PPE and Cleaning Equipment

- Wear disposable gloves, apron, and face covering when cleaning and disinfecting surfaces.
- If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes.
- Use disposable cloths or 'blue' roll to clean and disinfect all hard surfaces or floor or chairs or door handles and sanitary fittings
- For soft (porous) surfaces such as carpeted floor, rugs, and yoga mats, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces
- Disposable items should be discarded in landfill waste after each cleaning
- See separate PPE Guide

Cleaning and Disinfection – Record Keeping

- Ensure displayed checklists are kept up to date with most recent cleaning records

Waste

- Check and empty bins more frequently
- Disposal of masks and other PPE only in landfill bin

Areas Known to be Contaminated

Following guidelines at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Wear disposable gloves and aprons as a minimum when cleaning an area that is known to be contaminated.

The 72 Hour Rule

If an area can be kept closed and secure for 72 hours, wait until this time for cleaning, as the amount of virus contamination will have decreased significantly. The area can then be cleaned as usual, as indicated in our cleaning guidelines or manufacturer's instructions on the safe use of their cleaning products.

If the area cannot be isolated for 72 hours, follow the following guidance:

- **Use disposable mop heads and disposable cloths** to clean floors that have been contaminated by an individual that may have COVID-19 virus

After Cleaning

- Any disposable cloths / blue roll / gloves / aprons and disposable mop heads used must be disposed of and should be put into the waste bags as outlined below
- Clean hands immediately after gloves are removed.

Waste

- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should NOT be left unsupervised awaiting collection. You should NOT put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
- If the individual test is negative, this can be put in with the normal waste.
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

Poster

HELP KEEP THIS BUILDING COVID-19 SECURE – EVEN IF YOU HAVE BEEN VACCINATED, YOU CAN STILL PASS ON THE CORONAVIRUS

You must not enter if you or anyone in your household has COVID-19 symptoms.

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.

Avoid touching your face, nose, or eyes. Clean your hands if you do.

“Catch it, Bin it, Kill it”. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.

Check with the organisers of your activity and cleaning records on display that door handles, tables, other equipment, sinks and surfaces have been cleaned before you arrived. Keep them clean. We do our best to clean all surfaces in the room between each hire, and encourage activity organisers to make sure. Anti-virus wipes are provided for you to wipe down hard surfaces prior to touching them if you wish. Please dispose of them in the red bins provided around the centre.

Please do not congregate at the entrance or foyers.

Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk, but wear a face covering at all times if possible.

Keep the room well ventilated. Close doors and windows on leaving

WOCA Welcome Back Pack

COVID SECURE - WHAT'S NEW?

We have a few new procedures in place that you need to familiarise yourself with before you visit.

Please ensure that you read all the information below, and contact us to confirm that you will abide by the new requirements. We look forward to welcoming you all back. If you would like to get in touch beforehand, please email us. If a face-to-face meeting is necessary, this can be arranged.

Capacity and Layout

We are thinking about the need to stagger bookings and look at alternative timings, so as to avoid large groups congregating and to allow time for cleaning.

Entry/Exit to the Hall

Please see the attached maps indicating the new entry/exit points for the hall. Fire exits remain as they are, and over-ride these changes.

Training

Community Matters, the umbrella body for Community Associations, has provided accredited online training on Covid Safety, and we have made this available to staff, volunteers, and café proprietors. Please let us know if it would be of interest to you.

Front Door

We are trialling having the front door unlocked at the following times:

Monday 8:30 – 6:30

Tuesday 8:30 – 6:30

Wednesday 8:30 – 1:30

Thursday 8:30 – 6:30

Friday 8:30 – 6:30

At other times (Wednesday afternoons, weekends and evenings) the door will remain accessible only to room users.

What we require of you

This part of the pack is a supplement to our usual Conditions of Hire form.

As part of our COVID Secure Measures we will now need you to do the following:

- Carry out (or review) a risk assessment of your activity to ensure it is Covid-safe. We will supply a template to work from. The completed assessment will need to be approved by us before your activity commences. **We reserve the right to refuse to accommodate your activity if the risk assessment is not adhered to.** The following links were useful to us when creating our risk assessment, so you may find them useful too:

[Oxford City Council guidelines](#)

NHS, Health and Safety Executive and HM Government Guidance

[Decontamination in non-healthcare settings](#)

There are a couple of posters/checklists at the end of the pack that you may find useful to use/share with your participants

- We will need to check with you that any public liability insurance is still up to date before you re-start
- Particularly for social events, we encourage you to ask all participants to carry out lateral flow tests before attending your activity
- Please remember, and remind all your participants, that even if you have been vaccinated you need to follow these procedures – you can still pass on the virus after vaccination, and be re-infected
- On your arrival, we encourage you to wipe down hard surfaces such as doors (handles, touch plates, areas around touch plates, door jambs/surrounds, door release buttons); light switches; radiator knobs; window handles; blind cords; bins; tables and chairs (hard) in the room. We will provide anti-virus wipes and bleach solution spray and blue roll.
- Please encourage your participants to queue responsibly and **social distance** from other visitors. Parents are responsible for their children maintaining social distancing when they are with them
- **Please stay home (and ask participants to) if you have any symptoms of COVID** or if anyone within your household has symptoms. If you are not feeling 100% well please do stay at home
- Consider asking participants to pre-book for the session, so as to reduce the risk of ‘pinch points’ at entrances.
- An introduction to Covid 19 safety requirements (as with Fire Safety) at the beginning of each session
- Please encourage your participants to wear a face covering in the building. We have additional signage throughout the centre with information requesting you to wear your face mask/covering. Please ensure you and your participants take your masks/face coverings away with you when you leave.
- Please make sure you and your participants **sanitise hands** before entering and leaving the building (dispensers are provided, but we encourage visitors to bring their own supply). Please ensure that you thoroughly wash your hands regularly too.
- **Follow (and remind participants to follow) all new informational/instructional signs and encourage respect for social distancing when arriving and at the centre, entering the building and moving around the centre.**
- Reducing risk of infection in other circumstances (where social distancing is difficult to maintain such as when serving food/drinks, or working with people classed as more vulnerable, or activities such as singing, playing of wind instruments, vigorous exercise) by
 - Setting up the room with people sitting side by side rather than opposite each other

- Certain activities (such as singing, playing of wind instruments, vigorous exercise) will lead to a great volume of droplets from people’s breath circulating in the room. Please ensure good ventilation of the room and consider greater social distancing than 1m plus if necessary.
- If possible, please ask participants to arrive ready for your activity and only to bring what they need to use.
- Please consider that, with heightened anxiety around Covid, and new rules, there is a greater likelihood of ‘flash points’ with participants. Please consider how you would respond to behaviour such as:
 - Lack of cooperation with track and trace information requests
 - Lack of cooperation with social distancing

Please sign and return (or email) your agreement to abide by the requirements listed above

NAME

SIGNED

POSITION IN ORGANISATION, IF ANY

DATE

We will be regularly monitoring and reviewing our new policies/procedure so please be aware that things may need to be changed. We will keep you fully up to date with everything as we continue to reopen in phases. Please ensure that we have your current email address to stay connected. Follow us on social media for the latest updates. As we are already aware of, government guidelines can change quickly, so please bear with us and be patient with our team. We will all need to learn our ‘new normal’, we are all in this together for the benefit of our community.

– Track and Trace ; -WITHDRAWN

These guidelines are based on the [NHS guidelines on Track and Trace](#), [NHS guidelines in the workplace](#), and the [Information Commissioner's advice](#).— deleted

HELP KEEP THIS BUILDING COVID-19 SECURE – EVEN IF YOU HAVE BEEN VACCINATED, YOU CAN STILL PASS ON THE CORONAVIRUS

You must not enter if you or anyone in your household has COVID-19 symptoms.

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.

Please wear a face covering

Avoid touching your face, nose, or eyes. Clean your hands if you do.

“Catch it, Bin it, Kill it”. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.

Check with the organisers of your activity and cleaning records on display that door handles, tables, other equipment, sinks and surfaces have been cleaned before you arrived. Keep them clean. We do our best to clean all surfaces in the room between each hire, and encourage activity organisers to make sure. Anti-virus wipes are provided for you to wipe down hard surfaces prior to touching them if you wish. Please dispose of them in the red bins provided around the centre.

Please do not congregate at the entrance or foyers.

Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk, but wear a face covering at all times if possible.

Keep the room well ventilated. Close doors and windows on leaving

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



Appendix 6

Phased re-opening

	Users	Control measures	Communication	Resources
Opening Phase 12 April 2021	WOCA Tumbling Bay Café Community Artist Current users Oxford City Council Children’s activities	<ul style="list-style-type: none"> ● Controlled access. Door closed. Authorised access by room hirers by fob system when no staff ● Risk assessments in place for users and WOCA staff ● Café – takeaway, outdoor seating, toilet access: portaloos ● Oxford City Council access via Fire Door, or front door when centre unstaffed ● Updated risk assessments in place for users and WOCA staff ● Cleaning regime updated ● Cleaning between users ● Testing/Tracing ongoing ● Building Risk Assessment updated and approved by trustees and OCC ● Toilets as per building risk assessment ● Cleaning between users ● Direct access to the room being used 	<ul style="list-style-type: none"> ● WOCA presence ● Track and Trace System for handling Covid alerts ● Dialogue with regular users about re-opening ● ‘Welcome Back Pack’ completed ● Signage in place ● Discuss pricing, timing, capacity with room users ● Share ‘Welcome Back Pack’ ● Require compliance with updated hire conditions / ‘Welcome Back Pack’ ● Maintain regular dialogue with all 	<ul style="list-style-type: none"> ● Staff focus on preparation for re-opening: risk assessments, social distancing and hygiene kit, updates to members and regular users ● Extra keys if necessary ● Portaloos
Stage 1 Not before 17 May	WOCA Tumbling Bay Café Oxford City Council Community Artist Current users Indoor sports and exercise; music Most trusted and prepared regulars	<ul style="list-style-type: none"> ● Controlled access. Door closed. Authorised access by room hirers by fob system when no staff ● Café – takeaway, outdoor seating, toilet access: portaloos. Indoor seating permitted ● Cleaning toilets and other communal areas more frequently than daily 	<ul style="list-style-type: none"> ● As above ● Set pricing and timing with room users ● 	<ul style="list-style-type: none"> ● WOCA staffing focus on cleaning regime, supporting users, finishing prep for multiple users. ● Increased WOCA staffing focus on cleaning regime and traffic management ● Review building and staff risk assessments and access arrangements (particularly toilet access)

<p>Stage 2 Not before August</p>	<p>WOCA Tumbling Bay Café More trusted and prepared regulars Trial one-off social bookings New Geoff Franklin Rooms tenants (Little Health Hub)</p>	<ul style="list-style-type: none"> ● Controlled access. Door closed. Authorised access by room hirers by fob system when no staff ● Café – takeaway, outdoor seating, Trial controlled (by T and V) access to toilets for café customers Indoor seating permitted ● Access for new Geoff Franklin Room tenants via Fire Door/ via front door when centre unstaffed ● Trial access to all toilets for centre users ● Trial increased common area for circulation 	<ul style="list-style-type: none"> ● As above ● Signage reviewed 	<ul style="list-style-type: none"> ● Review building and staff risk assessments and access arrangements (particularly toilet and kitchenette access) ● Review staffing capacity, schedule ● Update hire conditions / 'Welcome Back Pack'
<p>Stage 3 From mid- October</p>	<p>WOCA Tumbling Bay Café New Geoff Franklin Rooms practitioners and clients Increased number of one-off social room bookings</p>	<ul style="list-style-type: none"> ● Toilets accessible to public under supervision of staff at their discretion. Authorised access by room hirers by fob system when no staff ● Café – takeaway, outdoor seating, indoor seating permitted toilet access: within the centre. ● Access for new Geoff Franklin Room practitioners and clients via Fire Door, trusted practitioners via front door when centre unstaffed ● Encourage direct access to the room being used ● Good compliance with social distancing and hygiene measures 	<ul style="list-style-type: none"> ● As above ● Require compliance with updated hire conditions / 'Welcome Back Pack' 	<ul style="list-style-type: none"> ● Increased WOCA staffing focus on cleaning regime and traffic management, ● Review building and staff risk assessments, cleaning and access arrangements ● Plan for public access
<p>Stage 4 From March 2022</p>	<p>WOCA Tumbling Bay Café New Geoff Franklin Rooms practitioners and clients Increased number of one-off social room bookings Public access??</p>	<ul style="list-style-type: none"> ● Door open at agreed times from 22/3/22 ● Café – takeaway, indoor and outdoor seating, access to toilets for customers ● Access for LHH practitioners and clients via front door as well as fire door when centre unstaffed ● Increased common area for circulation 	<ul style="list-style-type: none"> ● WOCA presence ● Maintain regular dialogue with all ● Require compliance with updated hire conditions / 'Welcome Back Pack' ● Risk assessment in place for public access 	<p>Review 'Welcome Back Pack'</p>

Appendix 8 – Track and Trace

This guidance was withdrawn on 24 February 2022

Customers, visitors and staff are no longer asked to check into venues either by using the NHS COVID-19 app, or by leaving their contact details.

Venues are no longer requested to ask to display NHS QR codes or collect staff, customer and visitor contact details but have been asked to delete any data they recorded to share with NHS Test and Trace, in accordance with the Information Commissioner's Office guidance.

These guidelines are based on the [NHS guidelines on Track and Trace](#), and [guidance from the Information Commissioner's Office](#).