



NORTH HORSHAM PARISH COUNCIL

ADDENDUM TO MAIN RISK ASSESSMENT DOCUMENT

(BOTH DOCUMENTS SHOULD BE READ TOGETHER)

**PREPARED IN APRIL 2020 AS A RESULT OF THE CORONAVIRUS (COVID-19) PANDEMIC
AND UPDATED AS CIRCUMSTANCES CHANGED**

RISK MANAGEMENT SCHEME (INCLUDING TIMELINE) FOR:

- **PREMISES**
- **MULTI COURTS**
- **PLAY AREAS – SEE ALSO GENERIC RISK ASSESSMENT JULY 2020**
- **OPEN SPACES**
- **ALLOTMENTS**
- **STREET LITTER PICKING**
- **NORTH HORSHAM FRIENDSHIP CLUB**

CHECK WEBSITE FOR UPDATES: www.northhorsham-pc.gov.uk

Latest Update: March 2021

Revised: 24/04/2020, 11.05.2020, 29.05.2020, 05.06.2020, 19.06.2020, 06.07.2020, 15.07.2020,21.07.2020, 18.08.2020, 09.10.2020,06.11.2020,19.11.2020,23.12.2020,08.01.2021,
04.03.21

All organisations are required by law to carry out risk assessments as part of managing the health and safety of their business. Risks in the workplace must be controlled. Consideration must be given to what might cause harm to people and reasonable steps to prevent that harm must be put into place. A risk assessment is about identifying sensible measures to control the risks in the workplace.

This document is designed to give guidance in carrying out the Parish Council's responsibilities with respect to the Health and Safety at Work Act 1974. It is part of a suite of documents that form North Horsham Parish Council's Risk Management Scheme and that aim to fulfil the Council's statutory duties.

Carrying out risk assessments gives a platform to take an organised look at risks from a Health and Safety perspective within the Parish Council's work activities and workplace using a standard management system explained on page 2 of the Risk Management Scheme. It will allow the Council to determine whether existing controls are adequate and to recognise where further preventative measures are required in order to achieve a tolerable level of risk.

The risk assessment will record the hazard, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing provisions for the safety and health and well-being of employees, customers, contractors and members of the public when using the Council's facilities and services. The risk assessment will also provide action for any necessary improvements to the identified provisions. A list of all improvements will be found in Annex 6 of the Risk Management Scheme.

This document should be regularly reviewed and used, not as an exhaustive solution to risk assessment but to provide assistance in fulfilling the Council's responsibilities and with the production of the Council's existing safety provisions.

The Responsible Financial Officer (RFO) and Proper Officer of North Horsham Parish Council is Pauline Whitehead BA (Hons) FSLCC.

This document was prepared on 14th April 2020 in response to the COVID-19 Pandemic and was updated as circumstances changed.

HEALTH AND SAFETY RISK ASSESSMENT, COVID-19

PREMISES (INCLUDING OFFICE) AND ASSOCIATED STAFF

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Spread of Covid-19 Coronavirus: <ul style="list-style-type: none"> Due to poor personal hygiene while in building. 	Possible	Severe	High	Anyone entering the buildings i.e. staff, hirers and visitors including councillors, contractors, delivery drivers. Due to nature of hires this includes some vulnerable groups eg the elderly, pregnant women and those with existing underlying health conditions.	Hand Washing and Sanitising <ul style="list-style-type: none"> Gel/foam sanitisers provided at the entrance to every building Hand washing facilities with soap and hot water in place Stringent hand washing encouraged Paper towels/hand driers for drying of hands Notices put up in cloakrooms to remind users to wash hands Hand washing Guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Office at RMH – hand sanitiser sprays and antibacterial wipes provided in each office. Additionally, employees reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid 	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>touching face, eyes, nose or mouth with unclean hands. Tissues to be made available throughout the workplace</p> <ul style="list-style-type: none"> Information posters provided for display at each building. <p>Additional Information: https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	
<p>Spread of Covid-19 Coronavirus:</p> <ul style="list-style-type: none"> Due to inadequate cleaning of premises 	Possible	Severe	Medium	List as above	<p>Caretakers issued with instructions regarding frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, toilets using appropriate cleaning products and methods.</p> <p>Hand gel and antibacterial wipes provided.</p> <p>Rigorous checks carried out by Facilities Officer to ensure that the necessary procedures are being followed. Also, to monitor and order supplies so that all necessary supplies are maintained.</p> <p>To minimise risk to themselves, caretakers advised to wear gloves and instructed on correct usage, removal and disposal.</p> <p>Staff reminded that wearing of gloves is not a substitute for good hand washing.</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Spread of Covid-19 Coronavirus:</p> <ul style="list-style-type: none"> Due to any person who has visited / worked in an NHPC building becoming infected. 	Possible	Severe	High	List as above	<p>Staff made aware of symptoms of Covid-19.</p> <p>Anyone becoming unwell with a new continuous cough or a high temperature in the workplace will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a anyone who has developed Covid-19 and were recently on any NHPC premises Clerk/Deputy Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Additional information.</p> <p>https://www.publichealth.hscni.net/</p>	
<p>Spread of Covid-19 Coronavirus</p> <ul style="list-style-type: none"> At Parish Council meetings 	Possible	Severe	Medium	Councillors and staff	<ul style="list-style-type: none"> Any vulnerable staff/councillors advised not to attend Room and any equipment used was thoroughly disinfected before and after the meeting Chairs spaced a minimum of 2 m part Individual water bottles provided. 	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>On 19th March 2020 it was resolved not to hold any council meetings in April 2020. End date to be reviewed.</p> <p>Following a review this was extended until the end of May 2020 and then further until the end of June 2020. This was further extended until May 2021.</p>	
Risk to vulnerable members of staff of catching COVID-19	Possible	Severe	Medium	3 x caretakers and 1x office staff	Following an EPCM on 19 th March 2020 vulnerable members of staff advised to work/stay at home from 23 rd March 2020.	
Risk to mental health of all staff members during Pandemic	Possible	Severe	Medium	Staff	<p>The Clerk and Deputy Clerk will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Open door policy for those who need additional support.</p> <p>Additional information: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p>Regular contact to be maintained with all staff.</p> <p>Team meetings with office staff via Zoom (including those furloughed).</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Following Government advice and guidelines issued about Social Distancing it was decided to close all buildings from Monday 23rd March 2020.</p> <p>Following further guidance, the parish office was closed from 24th March 2020 and office staff instructed to work from home. Caretakers were asked to stay at home for the time being.</p> <p>The following new risks were the identified:</p>						
<p>Risk to premises if left unoccupied (damage, vandalism, water leaks etc)</p>	<p>Possible</p>	<p>Moderate</p>	<p>Medium</p>	<p>Parish Council – potential loss of assets.</p>	<p>Insurance company advised that all three buildings unoccupied.</p> <p>Advised NHPC that a building will now not be classed as unoccupied until it is vacant for a minimum of 60 consecutive day after temporary closure due to COVID-19. Guidelines say that until the 60 days is reached, there is no onus on the owner of the building to carry out any checks/inspection although an organisation may wish to do so to protect their assets.</p> <p>They have been informed of the measures that have been taken in terms of assets and have informed us that in the circumstances our policy remains valid.</p> <p>Facilities Officer visited all buildings after they were closed to check everything closed down and secure including decommissioning lift at RMH then weekly visits to carry out essential checks e.g. fire alarm, draining of taps, structural problems etc. (See separate document</p> <p>Assurity were advised of all the measures that have been put in place and are happy with them.</p>	

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Risk for Facilities Officer when visiting buildings on own and also occasional lone visits to buildings from office staff.				Facilities officer + office staff visiting buildings on odd occasion.	<p>*Risk minimised by instructing staff to:</p> <ul style="list-style-type: none"> • Carry identification / wear uniform, so that they can identify themselves to police if required to do so • Practise social distancing • Cut down on unnecessary travelling • Take care and be aware when entering leaving buildings • Use sanitising products and gloves provided • Wipe down all surfaces (including door handles, light switches, computers, desks and alarm panel) when entering and leaving office – specialist wipes provided • Adhere to Lone Working Policy for staff. <p>All lone workers are advised to lock doors as appropriate when working and to make sure that they have a working phone when on their own in buildings.</p> <p>Line managers responsible for regularly reminding relevant staff of above procedures.</p>	
Risks associated with caretakers lone working in halls and catching COVID – 19 <i>From 7th April caretakers were instructed to work</i>	Possible	Moderate	Medium	Caretakers	<p>HTB and NHH had been empty for 14 days so any risk of catching COVID-19 from surfaces was minimal</p> <p>*Risks minimised by following instructions as</p>	

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<i>one day of their 4 day shift (generally the last day) to carry out essential deep cleaning and disinfection.</i>					above.	
Risks associated with working from home.	Possible	Moderate	Medium	Staff working from home	Staff sent advice and guidance from Assurity about working from home on 01.04.2020. Also advised by line managers to take regular breaks and ensure working conditions are as optimal as possible.	October 2020 Staff working from home asked to complete a Display Screen Equipment Workstation Checklist
Risk associated with NHPC's insurance regarding assets being invalid at this time	Possible	High	Low	NHPC	Insurance company informed of the measures that had been put in place to cover all assets and staff and NHPC were advised that ' <i>It certainly appears from the below risk assessments and sensible precautions are being taken which is very pleasing to see so I can't foresee any issue from what's been advised.</i>	
<u>From 1st September 2020 – office staff to come into Roffey Millennium Hall to cover weekday mornings.</u>						
Risk of catching /spread of Covid-19 Coronavirus when office re-opens (staff only) to cover mornings	Possible	Severe	High	Staff and any visitors or contractors who visit the office/RMH	<ul style="list-style-type: none"> All procedures and protocols that had been in place previously, to be adhered to. Office staff to come in a on a rota system (in two bubbles) to cover weekday mornings. Overlap with caretakers to be minimised. Staff to be reminded of all procedures and protocols and how to stay safe, in particular – wash hands, cover face and make space. 	

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					<ul style="list-style-type: none"> Caretakers continue to work part time to ensure thorough cleaning and sainting of the office area, toilets etc. All safety tests and inspections to continue to be carried out as required. 	
<p><u>Lockdown from 2nd November to 2nd December 2020</u></p> <p>North Heath Hall was kept open for the pre-school and nursery to operate and there was one weekly support group meeting held at Holbrook Tythe Barn. The MUGAs were closed as was Roffey Millennium Hall. The play areas remained open.</p> <p>Caretakers worked to maintain standards of cleanliness, ventilation etc. at all halls. Litter picking continued.</p> <p>From 5th November 2020 the office was staffed for two mornings a week only by a staff member who could not work from home. Other staff visited the office when necessary and ideally when no-one else was in the building.</p> <p>All protocols and systems used previously to mitigate the risk of catching /spreading Covid-19 Coronavirus, remained in place throughout lockdown as did all regular health and safety checks e.g., legionella testing, fire alarm testing and emergency exit lighting.</p>						
Risk of catching /spread of Covid-19 Coronavirus when office re-opens (staff only) to cover mornings	Possible	Severe	High	Staff and any visitors or contractors who visit the office/RMH	<ul style="list-style-type: none"> All procedures and protocols that had been in place previously, and above, to be adhered to. The number of office staff in at any one time/overlap with caretakers to be kept to a minimum. Staff instructed to observe all safety measures as previously. 	
Risk of catching /spread of Covid-19 Coronavirus due to poor ventilation	Possible	Severe	High	Staff and any visitors or contractors who visit the office/RMH	<p>19.11.2020</p> <p>All staff including caretakers sent latest Govt bulletin to remind them about the importance of ventilation ie ventilate all rooms before, after and during use (including corridors, toilets etc).</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<u>Tier System introduced on 2nd December 2020 (Horsham in Tier 2)</u>						
All halls opened on 2 nd December 2020 with limited hires in line with appropriate government guidelines for Tier 2. The MUGAs reopened for hirers in line with Tier 2 guidelines.						
During this time all protocols and systems used previously to mitigate the risk of catching /spreading Covid-19 Coronavirus remained in place as did all regular health and safety checks e.g., legionella testing, fire alarm testing and emergency exit lighting.						
<u>On 19th December 2020 areas adjacent to Horsham were placed in Tier 4 while Horsham remained in Tier 2.</u>						
In Tier 4 people were only allowed to leave that area for legally permitted reasons which did not include any activities allowed in the halls or MUGAs. Hirers were advised of this.						
<u>On 24th December 2020 Horsham was moved to Tier 4</u>						
All premises were closed from 23 rd December to 2 nd January 2021 for the Christmas and New Year holidays.						
<u>Lockdown introduced on 5th January 2021.</u>						
North Heath Hall was re-opened for the pre-school and nursery to operate and there was one weekly support group meeting held at Holbrook Tythe Barn. The MUGAs were closed as was Roffey Millennium Hall. The play areas remained open.						
Caretakers worked to maintain standards of cleanliness, ventilation etc. at all halls. Litter picking continued. Office staff worked from home and only visited the office when absolutely necessary and when no-one else was the building.						
All protocols and systems used previously to mitigate the risk of catching /spreading Covid-19 Coronavirus, remained in place throughout lockdown as did all regular health and safety checks e.g., legionella testing, fire alarm testing and emergency exit lighting.						

Halls From 1st June 2020:

3 caretakers furloughed from 1st June 2020. Work reallocated to remaining caretakers to ensure that level of cleanliness and sanitation was maintained at all venues.

New View Nursery and Holbrook Community Pre-School advised NHPC that following government guidance they would be re-opening at North Heath Hall. Insurance company notified that NHH was re-opening on 1st June 2020.

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
North Heath Hall only – risk of catching /spread of Covid-19 Coronavirus when venue re-opens.	Possible	Severe	High	Hirers and staff	<p>All measures introduced prior to shut down, as above, will still be appropriate.</p> <p>Both nurseries to be asked how they intend to operate and to supply Risk Assessments.</p> <p>Use of rooms and cleaning procedures to be reviewed.</p> <p>New View Nursery (starting 01.06.2020) to be responsible for cleaning/sanitising all of lower floor during week. Area to be cleared for weekend so that NHPC staff can deep clean and sanitised.</p> <p>Holbrook Community Nursery (starting 08.06.2020) to be responsible for cleaning rooms 3 and 4 during week. Rooms to be cleared for weekend so that NHPC can deep clean and sanitise.</p> <p>NHPC staff responsible for cleaning upstairs communal areas during week.</p> <p>All NHPC staff to be briefed by Facilities Officer as to correct cleaning and sanitising procedure.</p> <p>Facilities Officer to monitor standards of cleanliness on a regular basis.</p>	Review if suggested actions are appropriate once NHH is re-opened.

GENERIC RISK ASSESSMENT UPDATED IN JULY 2020 FOR PHASED RE-OPENING OF ALL HALLS TO HIRERS

Other Generic Updates included where relevant

(For more detailed information see Re-Opening Check List and Guidelines for Staff)

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Risk of catching /spread of Covid-19 Coronavirus when venues re-open due to someone visiting the premises who has the virus and transmitting it.</p> <p>This risk assessment assumes that the virus could be in the air and on surfaces. It assesses the risk and recommends ways in which they can be mitigated.</p> <p>STAFF ONLY - FOR MORE DETAILED INFORMATION ABOUT MEASURES PUT IN PLACE BEFORE RE-OPENING, PLEASE SEE RE-OPENING CHECK LIST.</p>	Possible	Severe	Medium	Hirers, staff, contractors and anyone visiting the halls.	<p>Measures, highlighted above, which were implemented prior to shut down, will still be appropriate.</p> <p><i>Additional General Measures to be implemented.</i></p> <ol style="list-style-type: none"> 1. Each building must be thoroughly cleaned, sanitised, ventilated and inspected by FO before re-opening. 2. All safety checks (e.g. fire alarm, legionella tests etc) to be up to date before opening. 3. Additional signage in place to promote COVID-19 awareness, good hygiene practices, social distancing and COVID-19 secure. 4. Protocol to be set up if anyone on premises is taken ill during a hire. 5. Calculate recommended number of people that can be safely accommodated in each hall/room. <i>See point 14 relating to updated rule of 6.</i> 6. Instigate a one-way system and separate entry/exit points if possible/required (signs and arrows on floor). 	<p>Review and update as appropriate according to Government guidelines.</p> <p>19.11.2020</p>

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					7. Ventilate all rooms well before, after and during hires (including corridors, toilets etc). 8. Prop open all doors where it is possible to do so (not internal fire doors) to minimise touch points. 9. All rooms not in use are to be kept locked. 10. Kitchens to be kept locked – only access for staff.	All staff including caretakers sent latest Govt bulletin to remind them about the importance of ventilation
					Additional/Revised measures relating to Hires/Hirers to be implemented: 1. Hirers will be asked to provide a Risk Assessment for their activity. 2. Hirers are encouraged to follow the guidance issued by their Governing Body (if appropriate) and their insurer in order to mitigate risk. 3. Hirers must ensure that all group members wear a face covering when entering communal building as required by law. They must keep it on, unless covered under a 'reasonable excuse' eg for a gym or exercise class, if users need to eat or drink something, or if they have a health or disability reason to not wear one. 4. Hirers will be recommended to use large halls where possible. Carpeted rooms will not be hired for any keep fit /exercise type classes. 5. Hire times to be staggered to minimise	Review and update as appropriate according to Government guidelines.

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>pinch points. Attendees not to linger after a session.</p> <p>6. If a hirer has more than one session in a hire period, longer is to be left between sessions to avoid attendees meeting when sessions change over.</p> <p>7. Longer time is to be left between hires for cleaning purposes.</p> <p>8. Hirers will be encouraged to use a booking system for attendees to avoid excessive numbers turning up.</p> <p>9. Hirer is to be responsible for social distancing of their members and put down temporary floor markers if appropriate.</p> <p>10. Hirer is to control numbers (one at a time) using any toilet at a time. Some hirers may be allocated specific toilets to use</p> <p>11. No parents or chaperones will be allowed to wait inside the building. They may be able to spectate, but this is at the discretion of the hirer.</p>	
					<p>12. Hirers will be asked to minimise use of tables and chairs. This must be organised with the caretaker.</p> <p>13. Hirers will be responsible for keeping a log of names and contact details for 21 days for all who attend their sessions.</p> <p>14. If hirers store their equipment at a hall it will</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>be made clear that they are responsible for cleaning it before putting it away and must provide their own equipment to do so.</p> <p>15. Hirers will be asked to sign temporary Terms and Conditions relating to COVID-19 control measures.</p> <p>16. From 24th September 2020 Hirers must observe the following relating to the Rule of 6:</p> <ul style="list-style-type: none"> • <i>Indoor sport, indoor exercise classes, social groups, clubs and activities can take place if participants are in separate and distinct groups of up to 6 people (or larger discrete groups from the same household or support bubble).</i> • <i>If capacity allows, hirers will be able to have multiple groups of 6, but groups must not mix socially or form larger groups.</i> • <i>The following must not take place: activities where there is a significant likelihood of groups mixing and where it will be difficult to prevent mingling and therefore breaking the law. These include formal or informal clubs, hobby clubs, choirs and orchestras.</i> <p>NOTE: FROM 24TH NOVEMBER NHS POSTERS PROMOTING TRACK AND TRACE AND WITH A UNIQUE QR CODE FOR EACH BUILDING WERE DISPLAYED</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>17. From 5th November 2020 the following applies. Taken from COVID-19: Guidance for the safe use of multi-purpose community facilities</p> <p><i>Those who are responsible for community facilities must ensure that the community centre or hall is closed except where it is used for:</i></p> <ul style="list-style-type: none"> • <i>providing essential voluntary activities or urgent public support services (including the provision of food banks or other support for the homeless or vulnerable people, blood donation sessions or support in an emergency),</i> • <i>the purposes of education or training (where education is towards a formal qualification as part of the core curriculum and training is for professional/work-related development),</i> • <i>the purposes of support groups, or</i> • <i>the purposes of registered childcare or supervised activities for children.</i> <p><i>Those responsible for community facilities may continue to access these venues to receive deliveries and to maintain the property.</i></p> <p>As a result:</p> <p>North Heath Hall – kept open for Nurseries.</p> <p>All measures introduced previously to apply.</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>Caretakers to work as normal.</p> <p>Roffey Millennium Hall – only open 2 – 3 times a week for office staff unable to work from home</p> <p>All measures introduced previously to apply. Caretakers working part time to litter pick and clean offices.</p> <p>Holbrook Tythe Barn – closed apart from a WSCC Support meeting on Wednesday mornings.</p> <p>All measures introduced previously to apply. Caretakers to work part time.</p> <p>All safety tests and inspections to continue as normal.</p>	

Additional measures relating to cleaning/sanitising:

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<ol style="list-style-type: none"> 1. Each venue to be cleaned, sanitised and inspected by the Facilities Officer before opening. 2. Situation to be discussed with any caretaking staff in the vulnerable /over 70 categories to see if risks to them can be mitigated sufficiently for them to work. 3. Caretakers to be provided with appropriate PPE and cleaning instructions and materials. To be advised to wash outer clothes after cleaning 	Review and update as appropriate according to Government guidelines.

					<p>duties.</p> <ol style="list-style-type: none"> 4. Hand sanitiser to be provided at the entrance to checks to ensure they are topped up. 5. All rooms will be cleaned after every hire, this will include door handles, light switches, window catches and all other frequently touched surfaces. 6. Hirers who have several sessions in a hire period will be responsible for cleaning and sanitising in between each session. Bins will be provided in each room and emptied regularly. They will be asked to leave longer between sessions to do this and avoid people meeting during handover period. 7. If tables and chairs are required, the caretaker is to get them out, hirer to clean if they wish and then leave out for caretaker to clean and put away. Chairs used are to be rotated. Anyone moving tables or chairs should wear plastic gloves. (look into plastic chair covers / plastic chairs). 8. If someone falls ill while at premises a deep cleaning regime will be initiated. 	
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Lockdown from 2nd November to 2nd December 2020

Caretakers worked to maintain standards of cleanliness, ventilation etc. at all halls.

North Heath Hall was kept open for the pre-school and nursery to operate and there was one weekly support group meeting held at Holbrook Tythe Barn. The MUGAs were closed as was Roffey Millennium Hall.

All protocols and systems used previously to mitigate the risk of catching /spreading Covid-19 Coronavirus, remained in place throughout

lockdown as did all regular health and safety checks e.g., legionella testing, fire alarm testing and emergency exit lighting.

Tier System introduced on 2nd December 2020 (Horsham in Tier 2)

All halls to be open from 2nd December 2020 with limited hires in line with appropriate government guidelines for Tier 2. The MUGAs will also reopen.

During this time all protocols and systems used previously to mitigate the risk of catching /spreading Covid-19 Coronavirus remained in place as did all regular health and safety checks e.g., legionella testing, fire alarm testing and emergency exit lighting.

On 19th December 2020 areas adjacent to Horsham were placed in Tier 4 while Horsham remained in Tier 2.

In Tier 4 people were only allowed to leave that area for legally permitted reasons. This does not include any activities allowed in the halls or MUGAs. Hirers were advised of this.

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
People from Tier 4 travelling to activities in premises owned by NHPC	Possible	Severe	Medium	Hirers, staff, and anyone visiting the halls.	Hirers were informed that given the current rules for people leaving a Tier 4 area it is their responsibility to ensure that no members of their group have travelled from tier 4 to join them.	Monitor and review as necessary.

On 24th December 2020 Horsham was moved to Tier 4

All premises were closed from 23rd December to 2nd January 2021 for the Christmas and New Year holidays.

Lockdown introduced on 5th January 2021.

North Heath Hall was re-opened for the pre-school and nursery to operate and there was one weekly support group meeting held at Holbrook Tythe Barn. The MUGAs were closed as was Roffey Millennium Hall. The play areas remained open.

Caretakers worked to maintain standards of cleanliness, ventilation etc. at all halls. Litter picking continued. Office staff worked from home and only visited the office when absolutely necessary and when no-one else was the building.

All protocols and systems used previously to mitigate the risk of catching /spreading Covid-19 Coronavirus, remained in place throughout lockdown as did all regular health and safety checks e.g., legionella testing, fire alarm testing and emergency exit lighting.

Specific Measures relating to Holbrook Tythe Barn

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Risk of catching /spread of Covid-19 Coronavirus when venues re-open due to someone visiting the premises who has the virus and transmitting it.</p> <p>This risk assessment assumes that the virus could be in the air and on surfaces. It assesses the risk and recommends ways in which they can be mitigated.</p>	Possible	Severe	Medium	Hirers, staff, contractors and anyone visiting the halls.	<ol style="list-style-type: none"> 1. Only the Barn is to be hired out currently. This may change over time. There may be special circumstances for a hirer using the Wallace Room. 2. Additional sanitiser dispensers to be provided adjacent to both sets of toilets. 3. Long gap (45 mins minimum) to be left between hires for cleaning. This means that hirers can use main entrance for entry and exit. Encourage not to linger in foyer. 4. The room hired, any toilets used, corridors and foyers to be cleaned after each hire. To include wiping down all frequently touched surfaces. 5. Caretaker to open patio doors and windows at least 15 mins before a hire. Leave open for at least 15 mins after hire. Also, toilet windows. 6. The Wallace Room is to be locked and, if possible, the kitchens. 7. If required, ensure the Disabled/Baby Changing toilet on Wallace side is accessible but put barrier across to block off corridor after that so that there is no access to other toilets. 	<p>Review and update as appropriate according to Government guidelines.</p> <p>19.11.2020 Caretakers sent latest Govt bulletin to remind them about the importance of ventilation</p>

Specific Measures relating to North Heath Hall for Hirers other than Nurseries

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Risk of catching /spread of Covid-19 Coronavirus when venues re-open due to someone visiting the premises who has the virus and transmitting it.</p> <p>This risk assessment assumes that the virus could be in the air and on surfaces. It assesses the risk and recommends ways in which they can be mitigated.</p>	Possible	Severe	Medium	Hirers, staff, contractors and anyone visiting the halls.	<ol style="list-style-type: none"> 1. Only Room 1 is to be hired out currently. This may change over time. There may be special circumstances for using room 4 at weekends. 2. When the upstairs nursery is in session, hirers of room 1 are to use the doors by the stage, leading to the car park, for entry and exit. 3. Hirers other than the nursery must only use the toilets on the left as you enter the main entrance. The toilets will be marked with instructions as to who can use them. 4. Sanitiser dispensers will be provided adjacent to each set of toilets. 5. The hall hired, and any community areas used (may include toilets, corridors and foyer) will be cleaned after each hire. To include wiping down all frequently touched surfaces. 6. Caretaker will open windows and entry/exit door by stage before a hire and leave open for at least 15 mins after hire. Also, extractor fan in toilets are to be turned on. 7. When the upstairs nursery is not in rooms 3,9,4 and the kitchen are to be made inaccessible/kept locked if possible. 	<p>Review and update as appropriate according to Government guidelines.</p> <p>19.11.2020 All staff including caretakers sent latest Govt bulletin to remind them about the importance of ventilation</p>

Specific Measures relating to Roffey Millennium Hall

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Risk of catching /spread of Covid-19 Coronavirus when venues re-open due to someone visiting the premises who has the virus and transmitting it.</p> <p>This risk assessment assumes that the virus could be in the air and on surfaces. It assesses the risk and recommends ways in which they can be mitigated.</p>	Possible	Severe	Medium	Hirers, staff, contractors and anyone visiting the halls.	<ol style="list-style-type: none"> 1. Only downstairs rooms to be hired out. This may change over time. There may be special circumstances for using some rooms upstairs at weekends. Ideally only one room to be hired out a time. 2. The front door is only to be unlocked when hirers are due to come in. Members of the public will not be allowed in. 3. Sign by front door saying no entry other than for hirers. Use intercom if need to speak to someone. 4. While hirers are in the building the doors to the Reception and Deputy Clerk's office are to remain closed. Both doors to have a No Entry notice – in addition, notice on Reception door to say to knock if assistance required. 5. There will be a temporary barrier to restrict access to upstairs. 6. The lift will be turned off. If required, it will be operated by office staff. 7. Hirers using North Hall must enter and exit using the Fire Escape Door in the hall. 8. Hirers using South Hall must enter and exit using the Fire Escape Door in the hall and the back gate into the car park. 9. Hirers using Bramber must exit using the Fire Escape Door in the hallway and the back gate 	Review and update as appropriate according to Government guidelines.

					<p>into the car park.</p> <p>10. If only one hirer in the building they will be instructed to use only the downstairs disabled toilet. If there is more than one group hiring a separate toilet(s) will be allocated.</p> <p>11. Sanitiser dispensers will be provided adjacent to each set of toilets.</p> <p>12. The kitchens will be locked and for staff use only.</p> <p>13. The hall hired and any community areas used (may include toilets, corridors and foyer) will be cleaned after each hire. This will include wiping down surfaces frequently touched by hand.</p> <p>14. The Caretaker will open windows and entry/exit door before a hire and leave open for at least 15 mins after hire. Also, extractor fans in toilets are to be turned on.</p>	<p>19.11.2020 All staff including caretakers sent latest Govt bulletin to remind them about the importance of ventilation.</p>
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HEALTH AND SAFETY RISK ASSESSMENT, COVID -19

MULTI COURTS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Spread of Covid-19 Coronavirus	Possible	Severe	High	Staff, users.	The risk was minimised by closing and locking all courts from Saturday 21 st March 2020. The courts are surrounded by high fencing. Courts will be visually checked once a week by the Facilities Officer.	Review when courts re-open
Courts re-opened: 06.06.2020 Spread of Covid-19 Coronavirus when courts re-open	Possible	Severe	High	Staff, users.	Risk minimised by the following: Courts re-opened for regular users only (max 6 people) and advised that use was at their own risk . Hirers advised of government guidelines to keep safe and stay alert when booking and use of signage Courts opened and closed by caretaker who is to be issued with protocol for opening/closing including, wearing of gloves, using wipes to clean down padlocks, gates, handles, and goal structures before opening and closing. Courts to be visually checked at least once a week by the Facilities Officer.	
Changes to government guidance with relation to playing sport.	Possible	Severe	High	Staff, users	Risks minimised by the following: Following discussion with Came and Company, the Council was advised to set a maximum number of	Keep under review

<p>Implemented from 10th August 2020.</p>					<p>people that could use the courts. Sports England recommended 10 people, SSP confirm the capacity is 10, SAPCA suggest 6 people. As the courts are 35m x 18 m it was agreed to allow 10 people to enable 5 a side football. This was also in line with Southwater Parish Council who allow 10 on their free courts.</p> <p>An addendum to the normal terms and conditions of hire advised hirers that they should follow government guidelines, the guidance issued by their sports governing body to keep safe and provide a risk assessment for their activity.</p> <p>The use of signage supports following government guidance.</p> <p>Courts opened and closed by caretaker who is to be issued with protocol for opening/closing including, wearing of gloves, using wipes to clean down padlocks, gates, handles, and goal structures before opening and closing.</p> <p>Courts to be visually checked at least once a week by the Facilities Officer and the results recorded.</p>	
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From 5th November – 2nd December 2020 courts shut in line with government guidance.

Tier System introduced on 2nd December 2020 (Horsham in Tier 2)

The MUGAS reopened from 2nd December 2020 with limited hires in line with appropriate government guidelines for Tier 2.

On 19th December 2020 areas adjacent to Horsham were placed in Tier 4 while Horsham remained in Tier 2.

In Tier 4 people were only allowed to leave that area for legally permitted reasons. This does not include any activities allowed in the halls or MUGAs. Hirers were advised of this.

On 24th December 2020 Horsham was moved to Tier 4

THE MUGAS were closed from 23rd December to 2nd January 2021 for the Christmas and New Year holidays.

Lockdown introduced on 5th January 2021 – courts shut in line with government guidance.

22nd February 2021 – Government announced Roadmap to Recovery

MUGAS will be allowed to open on 29th March 2021 for formal organised sporting groups. Limit on each court to be 10 + 1 coach. Informal sports limited to 6 people as for outdoor social meetings.

Before re-opening the courts will be cleaned and inspected by the Facilities Officer.

HEALTH AND SAFETY RISK ASSESSMENT, COVID-19
PLAY AREAS - SEE ALSO GENERIC RISK ASSESSMENT JULY 2020

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Spread of Covid-19 Coronavirus when: <ul style="list-style-type: none"> • Using play areas 	Possible	Severe	High (open) Low (shut)	Users, especially children, staff	The risk was minimised by closing all play areas from Tuesday 24 th March 2020. HDC put up closure signs. Play areas will be checked visually once a week by Facilities Officer while they are shut down to check that closure notices are still in place, that the play areas are not being used and for signs of damage or vandalism. The Play areas are insured.	
<ul style="list-style-type: none"> • Grass cutting strimming etc 	Possible	Severe	High	Contractors	Not an essential service but as contractors happy to continue and risk is very low, service is being carried out as normal, but will be kept under review. They will practice social distancing and use PPE as appropriate.	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Emptying of litter bins and litter collection (risk to health and safety if overflowing)	Low (currently as play areas shut)	Low	Low	Should be no-one in play areas	The litter bins are checked on a weekly basis by the Facilities Officer and arrangements will be made to empty them if required. At HTB play area, caretakers will monitor and empty if required. Any staff emptying bins will be instructed to use correct PPE and are wipe all surfaces before touching down before touching.	Problems with bin overflowing at Amberley Close play area. FO bagged up and HDC asked to collect.
Unlawful entry and risk of criminal damage or theft with the potential to cause harm.	Possible	Severe	High	NHPC	A risk that unlawful entry and risk of criminal damage or theft with the potential to cause harm but this will have to be tolerated.	
WHEN PLAY AREAS RE-OPEN (14th July 2020) Contamination of surfaces with Coronavirus. Risk of Contracting the virus, causing illness or death (Based on HDC Risk Assessment and Guidance)	Possible	Severe	Medium	Children, adults, staff	NHPC insurers were informed on 3 rd July that the following measures would be put in place to demonstrate that reasonable steps will be/have been taken to prevent or protect against the spread/catching of Coronavirus in NHPC play areas. A RoSPA inspection of all four play areas was carried out on 24 th June 2020. No high risks were identified. Medium risks (and most low risks) will be attended to as soon as it is possible to do so. Twice weekly safety inspections will be carried out by the Facilities Officer who has attended a RoSPA Play Area Inspection Training course on Routine Visual Inspections. From 1 st July, this	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>will be done using template forms as designed by RoSPA specific to each play area. The results will be kept on file and any remedial action required followed up. If necessary, the relevant pieces of equipment will be taken out of service.</p> <p>All equipment is to be cleaned before opening (jet washed by HDC)</p> <p>Pieces of equipment that are too close (e.g. swings) will, if appropriate and possible, be taken out of action.</p> <p>Signage as recommended by HDC stating - 2m social distance rule, anyone with symptoms does not enter, only one adult should accompany their children, limit capacity of multi-play equipment, promote good hand sanitation, no eating in the play area - will be put at the entry /exit of each play area when they are ready to open.</p> <p>Litter Wardens will resume litter collection in the play areas from 10th July 2020 (generally, each play area will be covered at least every other day). They will also conduct a visual safety inspection of the areas.</p> <p>Staff briefed about the use of gloves and importance of good hand sanitation following</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>play area inspections. All necessary PPE to be supplied. Advised to work early in the morning when fewer people around and not to go into crowded busy areas.</p> <p>The Risk Assessment will be updated and regularly reviewed.</p> <p>A notice will be put on the NHPC website saying that we hope to re-open the play areas shortly.</p> <p>When the play areas re-open, the website will be updated with the various guidelines as suggested by HDC.</p>	

HEALTH AND SAFETY RISK ASSESSMENT, COVID-19

OPEN SPACES

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Spread of Covid-19 Coronavirus when: <ul style="list-style-type: none"> Maintaining Open Spaces, including grass cutting 	Low	High	Low	Contractors and members of the public using area.	Not an essential service but necessary to keep areas well maintained and clean for health and wellbeing of community to use for daily exercise. Contractors have been contacted and see minimal risk so are happy to continue providing service as normal. They will practice social distancing and use PPE as appropriate. The situation will be kept under review.	
<ul style="list-style-type: none"> Volunteers working at Earles Meadow 	Low	High	Low	Members of the EMCG and EMRA (Volunteers)	Email sent to EMCG Leader on 26 th March 2020 with request from NHPC that all group work be stopped for the time being. Any individuals collecting litter do so at their own risk and should dispose of it themselves. Also asked to report any large gatherings to the police. An email was also sent to the Leader of the EMRA (who carry out work on land adjacent to Earles Meadow play area) on 27 th March 2020 with the same requests.	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>A further email was sent on 6th July as follows: On Friday, HDC's Parks and Countryside Department put out a bulletin about several aspects of their work and I note that it said the following:</p> <p><i>Events and volunteer groups - All events and gatherings, including volunteer activities have been postponed until further notice and this will be further reviewed in due course</i></p> <p>We are following HDC's lead on several things, so until we hear otherwise please continue to work individually at Earles Meadow. I know that 2 or 3 of you may be working at the same time, but from what I understand you are some distance apart and not working as a group.</p> <p>I will let you know if I hear anything further as I know you are anxious to resume group activities.</p>	

HEALTH AND SAFETY RISK ASSESSMENT, COVID-19

ALLOTMENTS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Spread of Covid-19 Coronavirus when visiting allotments.	Possible	Severe	Medium	Allotment hirers, staff	<p>Following guidance from NALC and the National Allotment Association, notices were put up at the allotment advising on safe use of allotments at this time.</p> <p>The Facilities Officer carries out a visual check every week to check that the notices are still in place and the guidelines are being observed.</p> <p>Full allotment inspections by Committee Clerk to resume in June. Social distancing to be observed and use of PPE as appropriate.</p> <p>Additional Information: https://www.nsalg.org.uk/news/covid19-information/</p>	

HEALTH AND SAFETY RISK ASSESSMENT

LITTER PICKING AROUND STREETS - SUSPENDED DURING FIRST LOCKDOWN

RESUMED FOR SOME STREETS AND PLAY AREAS ON 10th JULY 2020

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in Place to minimise and treat risk	Further Actions
Spread of /catching Covid-19 Coronavirus when litter picking.	Possible	Severe	Medium	Staff	<p>Any staff emptying bins will be instructed to use correct PPE and are wipe all surfaces before touching down before touching.</p> <p>See instructions given below:</p> <p><i>We would advise that you go out early in the morning (in daylight hours) when there are fewer people around.</i></p> <p><i>New litter pickers (labelled, one each) will be provided as will heavy weight and plastic gloves, cleaning wipes and hand sanitiser. Masks are available should you wish to use them. They must be worn when in the building.</i></p> <p><i>Please observe 2m social distancing at all times. If a play area is busy and you cannot do this, please do not go in.</i></p> <p><i>Wipes will be provided, so any surfaces such as bins, gate or door handles that</i></p>	

					<i>are touched must be wiped down before and after use.</i>	
					<i>Remember to wash your hands thoroughly at the end of your shift.</i>	

Litter picking continued after 2nd July 2020 as it was considered an essential task. Staff were regularly reminded about the protocols to follow and advised to wear a mask at all times but definitely when inside the building.

HEALTH AND SAFETY RISK ASSESSMENT

NORTH HORSHAM FRIENDSHIP CLUB – SUSPENDED DURING LOCKDOWN

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in Place to minimise and treat risk	Further Actions
Increased isolation and loneliness due to current situation.	Possible	Severe	Medium	Members of the Friendship Club	<p>Regular contact to be maintained with members by sending cards, quizzes and offering friendly chats to those that would like.</p> <p>Work mobile numbers and office emails given out.</p> <p>Listing to be sent of help available locally and in the community.</p> <p>Regular communications sent (eg quizzes) and a card and small present were delivered to everyone before Christmas.</p>	