

Full Council- Broad Green Community Centre

1. Introduction

The community centre was closed to public access and bookings at the start of the Covid-19 pandemic. Following the latest government guidance issued late on the 6th July 2020 Community Centres can be reopened from the 6th July. This report considers the options around the opening and cleaning of these facilities to allow safe public access and as such gives a series of options to be considered.

2. Report Details

2.1 After discussions with the Community Centre Manager at Broadgreen Community Centre, a Risk Assessment (RA) and Safe System of Work (SSoW) have been developed with a view to re-opening from 15th July 2020 onwards. Below is a summary of the control measures and what will be needed in order that both locations can be re-opened.

2.2 The Community Centre will be able to re-open to the general public with additional control measures. There will be some restrictions put in place for the time being, one of these will be that there will be no singing allowed in the rooms due to the increased risk of spreading the virus when exhaling. A member of staff will be on duty whenever the Centre is open for bookings.

2.3 Services Available

- Hiring of the Main Hall.
- Lounge.
- Smaller side rooms.

2.4 Procedures

- Centre to have a thorough clean before re-opening.
- Hirers to be asked to complete their own COVID-19 Risk Assessment.
- Room sizes to be assessed for the maximum number of Users at any one time.
- Markings to be placed on the ground outside of the Community Centre to enforce the 2m rule.
- Signage to be placed on outer door and in function rooms informing Users of the updated procedures regarding COVID-19 and hirers of function rooms to be informed of the changes.
- General monitoring of compliance from Users by Community Centre staff throughout opening times.
- Air conditioning not to be used.
- Windows to be left open to create better ventilation when and where possible.
- Communal areas and toilets to be cleaned regularly throughout the day including surfaces, toilets, taps, door handles and light switches.
- Hired rooms to be cleaned as above after use.
- Staff to regularly wash their hands with soap and water where possible or use hand sanitizer.
- Hand washing instructions to be placed in the toilet areas to remind Users of the technique to be adopted.
- Paper towels to be supplied for Users to open the toilet doors after washing their hands.
- Hand sanitizer to be placed outside all rooms and entrance and exit area.

- Staff to be issued with the correct PPE for the job i.e. Face shield, mask, disposable gloves for cleaning.

2.5 Building Adjustments

- Reception/main office door adjustment to stop entry but able to deal with queries.
- 2 small cages to go over air conditioning switch and door entry buzzer with appropriate signage. (Doors will open automatically but a buzzer will be activated in the main office).

2.6 To be purchased

- Toilet signage (occupied/vacant) plus any other signage.
- Hand sanitizer and additional cleaning products.
- Adhesive 2m rule discs for outside of the building.
- Face shields for staff.
- Adhesive stickers to mark out the 2m rule outside of the building.
- Any other additional signage that cannot be produced on site.
- Paper towel and paper towel holders.

3 Recommendations

- 3.1** To continue to monitor the current pandemic and local infection rates.
- 3.2** To review and update the Risk Assessment, Safe System of Work and Management Plan in line with any guidance changes.
- 3.3** To reopen Broad Green Community Centre following the above guidelines, safe systems of work and the risk assessment.