

COVID-19 Risk Assessment for Pembury Pavilion – July 2020 (to be reviewed monthly by Pavilion Committee)

Area or people at risk	Risk identified	Action to mitigate risk	Notes
Pavilion managers, contractors and hirers – identify what factors might cause transmission of the virus and likelihood of exposure	Cleaning surfaces infected by those carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep clean of premises if someone falls ill with Covid-19 on premises. Occasional maintenance contractors who may carry virus.	Pavilion representatives to wear gloves when cleaning. Contractors to provide own protective equipment Deep clean of premises before re-opening.	Ensure all are aware of cleaning guidelines e.g. Using cloths on light switches, not spray.
Pavilion managers, contractors and hirers – think about who may be at risk	Those who are in vulnerable category or over 70.	Regular and one-off hirers to be reminded of additional risks for those in vulnerable categories	
Entrance Doors	Possible busy area where social distancing may not be observed.	Provide signage reminding people of social distancing and use of sanitisers. Provide hand sanitiser. 'Do not enter if unwell' signage displayed at entrances.	
Club Room and Entrance Corridor	Door handles, light switches, work surface, curtain pulleys, chairs, tables all areas of possible infection	Remind hirers to clean anything touched and follow up with further clean. Ask hirers to keep open doors to Club Room to improve air circulation. Cap of 20 people in Club Room, but hirers can set their own lower limits	Advise hirers to open outer doors where possible. Where possible main entrance to be used for entry and patio doors for exit
Kitchen/Changing Rooms	Possible risk of contamination on work surfaces, equipment etc.	Both out of bounds until risk reduced, when open all food serving via outside hatch. Hirers advised to bring own refreshments if required. All Changing Rooms to be locked	Keep abreast of latest Government and FA guidelines. Changing room and toilet locks to be fitted August 2020
Toilets	Possible crowding in small space Multiple toilets create numerous places for transmission of virus	For Club Room users, only the disabled toilet to be in use, as a unisex toilet. For youth football club, referees room adjacent to side door to be unisex toilet	'Wash hands thoroughly' signs to be acquired and installed
Track and Trace	Users contagious with Covid-19 may infect others	All hirers to enter contact details (Name and telephone number) of pavilion users on a log. The log to be held by Pavilion Booking Manager	The Booking Manager will need to be informed immediately if someone is tested positive for Covid-19 who has been on premises or if anyone is taken ill on premises. Log to be destroyed 21 days after event