

Reopening Bracklesham Barn

Bracklesham Barn has been closed to the public since 23rd March 2020. However, from July 4th onwards it will be able to reopen to the public for certain restricted activities. At present we cannot offer bookings for sports and fitness classes, although we are expecting this to change within the next few weeks. When they are published, the COVID-Secure guidelines for operating sports and fitness activities may require us to again review our approach to managing access and cleaning of the building.

Key Challenges

Capacity

Impact upon capacity (room capacities will have to be reduced in order to maintain 2m social distancing). Government has recently reduced the social distancing requirement to 1m with mitigation, but given the nature of many of the activities at the barn (sport & exercise classes) and the age profile of many of our users (over 70), it is prudent to take the view that 2m should be maintained wherever possible. This may mean that we need to consider moving some groups from the community room to the large hall and repurposing the community room as a space for managing visitor flow (for example as part of a safe one way system to facilitate queuing areas for the toilets or as a covered waiting area in the winter). Reduced room capacity and availability may impact our hirers as it could make some of their activities uneconomic to run and we need to consider how we can support them through this.

Capacities in each of the rooms with 2m social distancing strictly adhered to are:

Main Hall: 24 people

Community Room: 12 people

Cleaning

Increased cleaning requirements. We will need to provide additional cleaning of high use touchpoints (e.g. door handles and light switches) and high-risk public areas (e.g. toilets) throughout the day. Possible solutions could be contracting the cleaners to come in for top up cleans at additional times during in the day (at present they clean every morning Mon-Fri from 6am to 8am). As a minimum we will need them to clean every day that the Barn is open plus a weekly deep clean. To manage the budgetary impacts of the additional cleaning requirements we may need to consider trying to manage bookings over fewer days and leaving the barn closed for 2 or three days a week (for example closing on Sundays and one or two days mid-week). This may be impossible and we are currently having detailed conversations with our regular hirers to see if it can be achieved.

We have asked the regular hirers if they would be willing to undertake additional cleaning of the public areas including the toilets before/after their sessions in order to keep the hire costs low, or if they would rather pay extra and not have to do this themselves – current responses are split roughly 60/40 in favour of doing the cleaning to keep costs low, however some users are reluctant (or unable due to their own health risks, volunteer profiles and circumstances) to do this and it may result in the loss of some hirers or activities if we make it our policy.

We have currently budgeted £8,500 for barn cleaning in this financial year but this will undoubtedly be overspent by year end.

Ongoing Uncertainty

We have no information yet on when competitive football matches can resume, but again, this will have an impact upon our cleaning costs as the changing rooms will need to be deep cleaned after each match. Currently we do not charge the football club for use of the facilities but this will have to be reviewed.

There is still a lack of clarity on when sports and fitness classes can resume – we have no clear date for when we can accept these classes again – 15th July is being mooted as a possible date, but as with all things we have seen no detailed guidance on how the government expects these to be delivered safely and it may impose more stringent and onerous cleaning requirements. We believe that the social distancing requirement for fitness classes may be increased to 3m which would reduce room capacity even further. Most of our hirers have indicated that they need a minimum of 8-10 people per class to be viable.

Reduced Income Generation

The crisis has given us reduced opportunities to generate additional income – we think that we could (potentially) resume cinema screenings as long as social distancing is adhered to and no more than 2 household groups sit together, but the reduced hall capacity would put the cinema on the margins of viability and may turn it from an activity that generates a small income to support the into a loss making activity. Many of the volunteers that we rely on to run the cinema are older or vulnerable and we do not know how many will be able to come back to support it. On this basis we think that it will be very hard for us to resume the cinema in the short-medium term.

It is unclear at present when the table tennis sessions can resume, which generate a significant income each year to offset the Barn running costs.

Wedding ceremonies have only recently been resumed in England and can only consist of the ceremony (with no more than 30 people in attendance, including the registrar and officials). Wedding receptions are not permitted. It is unlikely that the restrictions will be lifted soon. We currently have no weddings in the calendar for this year and one wedding booked in for April 2021, although they have enquired if they can move the date back to September 2021. We have received a number of enquiries for weddings in 2021, but any bookings will be subject to change and uncertainty and may not go ahead.

Staff Welfare

The council has a duty of care to staff and should follow government guidelines that where possible staff should work from home if they can. Office space at the Barn is very constrained and it is not possible to employ the recommended mitigation measures to keep staff safe when in the office at the same time (e.g. sitting side to side or back to back).

To mitigate the risks to staff we minimise the time that both team members are in the office at together. This has not been too much of a problem whilst the Barn has been closed, but once we open again there will be a requirement staff to be on hand for hirers. To minimise the risks to staff of lone working we will need to consider subscribing to the District Council Careline service so that staff can call for urgent assistance if required.

Preparation for Opening

Regular Hirers

We sent a questionnaire to our 20 regular hirers asking them (amongst other questions) whether they intended to return, if they were planning to resume their normal activities and when they anticipated returning.

As of 6th July, 10 hirers had completed the questionnaire, with two anticipating returning in July and one in August. All remaining responders anticipated resuming activities after September. Of the three hirers who wish to return sooner, two are sports classes and we do not yet know when this will be possible.

The final request was for a holiday activity club in the summer months. This may be possible, although the government guidelines for how such schemes should be operated may make it uneconomic: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>.

If the Parish Council choose to hire the barn for summer holiday club activities, it would be easiest to manage from a safeguarding and hygiene perspective if they were the only users of the hall for the entire period. In the past the holiday club have slotted in around the regular hirers, moving between rooms as required. This would not be practical and would be too limiting in terms of club capacity given the size of the community room. If the council choose to hire the hall to the activity club, we should only do so once we have seen a detailed COVID risk assessment and are satisfied suitable control measures and plans are in place by the operator.

Modifications

The floors in the main hall and the community room are being clearly marked to promote 2m social distancing. Queuing outside of the building will be encouraged by use of stencils on the path placed at 2m intervals. Automated hand sanitiser units are being installed in the entrance hall and at the entrance to each of the rooms and cleaning supplies are available in all of the public spaces. Doorbells have been installed on the main doors at the front of the building (inside the first inner lobby) and on the Parish Office door at the side so that the doors can be left closed during the day to prevent undocumented access to the building. Signage will be installed in public areas and toilets to promote COVID-secure behaviour (e.g. hand washing signs, advice on what to do if you feel ill, etc.). All modifications will be complete by 24/7/20.

Risk Assessment

A risk assessment has been prepared for keeping Barn operations COVID secure and a template risk assessment document has been prepared for our hirers so that they can complete their individual risk assessments. A supplementary conditions of hire document has been prepared outlining specific conditions of hire for users related to keeping operations COVID secure. A new procedure will be drawn up with hirers, to cover waiting for classes and entry/exit from the building. Hirers will be responsible for making sure that the main doors remain closed until they are ready to escort their classes directly in to the cleaned and prepared space. All classes will leave the building via the fire exits and not back through the main doors. Hirers will be responsible for keeping contact details of their users should track and trace be necessary. A space has been designated for users who feel unwell to be taken to whilst awaiting assistance. The cleaning regime is yet to be finalised, but

additional cleans will be undertaken throughout the day (although it is to be confirmed if the Parish Council or the Barn hirers will do these) following the outcome of more detailed conversations with the Barn hirers and users.

Recommendations

1. Adopt a phased approach to reopening. Whilst there is still no clear indication on when sports and fitness activities can resume or on what will be required to operate these activities safely, we should not rush to open the Barn and should aim to start taking bookings from regular hirers from the start of September.
2. Subject to evidence of appropriate risk assessments and procedures being provided, consider making the barn available through July and August for the use of a holiday club scheme to support local children and their parents. The Barn would not be available for any other hirers during this period to aid infection control and cost-effective cleaning regimes.
3. To further investigate options for provision of holiday scheme, subject to a suitable provider being found.
4. Actively engage with current users to agree a common set of shared procedures and practices for safe operation of the Barn once we resume normal activities in September.
5. To continuously review the operations at the Barn in response to changing government advice.

Reopening the Play Areas

Following receipt of advice from our insurers, we are now confident that we can reopen the playparks following the installation of suitable signs advising users of the steps that should be taken by users to try and keep themselves as safe as possible. The insurers recognize that the government guidance on managing playparks and outdoor gyms is not practical and so it is an unreasonable burden to expect councils to clean equipment after each use or enforce booking of timeslots or to control entry to parks.

A suitable COVID secure risk assessment has been completed and 2m x 1m banners are on order for installation in the parks. The parks will be opened once these have been put in place.



Bracklesham Barn COVID-19 Risk Assessment (for the Parish Council)

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Provide screen for any reception office.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	Mental stress from handling the new situation.	Talk with staff, trustees and volunteers regularly to see if arrangements are working.	
Car Park/paths/ patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with stencils to encourage care when queueing to enter.</p> <p>Cleaners asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place with appropriate PPE.</p>
Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Mark out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Provide hand sanitiser.
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Wipe shared copier etc. Keep desks clear to facilitate easier cleaning.	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided. Remove additional tables and trolleys to minimise hard surfaces.	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
		Encourage hirers to bring their own Food and Drink for the time being.	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirers to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls	Stage curtains to be tied back out of reach. Hirer to control access and clean as required.	
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households. All payments to be	See National Rural Touring Forum guidance, Section 2.6



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
		cashless via square reader and app or ticketsource website.	



COVID-19 Risk Assessment for hirers of Bracklesham Barn – all hirers to complete a risk assessment that considers the specific risks for their user groups.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	



Special Conditions of Hire during COVID-19

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

SC1:

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

SC2:

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

SC3:

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

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

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

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

SC6:

You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing



equipment, which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

SC7:

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

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided on the open shelving unit in the kitchen before you leave the hall and will remove all rubbish to the commercial bins in the car park.

SC10:

You will encourage users to bring their own drinks and food and will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC11:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the official's changing room 1 at the rear of the stage. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water



for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall management on 12435 673588.

SC13:

For performances and other events with seated audiences: You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC14;

You will ask those attending your activities to bring their own equipment where possible and not to share it with other members. You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you access is cleaned before use and before being stored in the hall's cupboards.



BRACKLESHAM BARN

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall management on 01243673588 and alert the organiser of the activity you attended.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/cannot] clean all surfaces at the hall between each hire.
8. **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.
9. **Keep the hall well ventilated. Close doors and windows on leaving.**



East Wittering & Bracklesham Parish Council

Re-opening of Play Equipment

Risk Assessment

The Government recently announced that Play Parks could be re-opened on 4 July 2020 and subsequently produced guidance offering “practical advice on how these can be reopened and managed effectively to enable their use while minimising the transmission risk of COVID-19”. The guidance is available at: <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>

The guidance includes a requirement to “carry out an appropriate COVID-19 risk assessment”. It is made very clear that “Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law”. On that basis, this Risk Assessment takes each of the Key Principles as set out in the guidance and assesses whether or not practical arrangements can be put in place in the context of the three open access Play Parks in East Wittering & Bracklesham.

Key Principle	Government Guidance	Assessment	Conclusion
General Maintenance Issues following Lockdown	Ensure equipment is safe to use and that risks from damaged or defective equipment are addressed before opening.	ROSPA inspection completed June 2020 and schedule of works prepared.	No major issues.
Social Distancing	Put in place measures to support social distancing – 2m or 1m plus risk mitigations. Examples given include: <ul style="list-style-type: none"> • Limit number of users at any one time • Booking system • Advisory signage • Create waiting areas with barriers 	<u>Not practical at this time:</u> Limiting user numbers Booking system Creating and enforcing waiting areas <u>Practical mitigation measures possible:</u> Advisory signage	Awaiting clarification from our insurers if they will cover the council in the event of a claim for injury/death with advisory signage as the only mitigation measure implemented. Until we have received a clear answer on this point the council cannot afford the risk of a claim and should not open the play park.
Cleaning and Hygiene	Clean high traffic touch points frequently. This includes: <ul style="list-style-type: none"> • All Play Equipment • Seating Areas • Refuse Bins In addition, use signage to encourage:	<u>Not practical at this time:</u> Regular cleaning of all equipment Regular cleaning of all seating areas Regular cleaning of all refuse bins Provision of hand sanitiser <u>Practical mitigation measures possible:</u>	Awaiting clarification from our insurers if they will cover the council in the event of a claim for injury/death with advisory signage as the only mitigation measure implemented. Until we have received a clear answer on this



Key Principle	Government Guidance	Assessment	Conclusion
	<ul style="list-style-type: none"> • Users to clean equipment before and after use • Use of hand sanitiser and frequent hand washing Where practicable, provide hand sanitiser or hand washing facilities at entry and exit points.	Advisory signage	point the council cannot afford the risk of a claim and should not open the play park. Not practical to provide hand sanitiser dispensers on site due to vandalism issues.
Face Coverings	If possible, a face covering should be worn in enclosed public spaces where social distancing isn't possible and where the public may come into contact with people they do not normally meet. (Face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly).	<u>Not practical at this time:</u> Enforcement of use of face coverings impossible. <u>Practical mitigation measures possible:</u> Advisory signage	Enforcement of use of face coverings is impossible. Advisory signage can be provided.
Additional Measures and Communicating with Parents	Promote responsible behaviour by children, parents, carers and guardians. For example, owners and operators should consider putting up signs to make clear to users, parents, guardians and carers that: <ul style="list-style-type: none"> • consumption of food or drink on play equipment or in the playground area is banned • parents, guardians or carers should dispose of all litter including any used protective wear such as face coverings or 	<u>Practical mitigation measures possible:</u> Advisory signage	Advisory signage to promote good practice can be installed.



Key Principle	Government Guidance	Assessment	Conclusion
	gloves properly in litter bins, taking it home where a bin is not provided.		
Considering Children with Additional Needs	Take into account the requirements of children with additional needs.	Advisory signage may not be sufficient for children with sight impairment or who cannot read.	Any advisory signage should be clear and incorporate symbols as well as instructions.
Keeping Staff Safe	Consider the risks staff may be exposed to and how these can be mitigated. Staff roles may include: <ul style="list-style-type: none"> • cleaning playground equipment/surrounding areas • managing queues of those waiting to use equipment • stewarding equipment to ensure users comply with rules made by the owner/operator 	Parish handyman has completed a full risk assessment and PPE is used to minimise risks. The council does not have the staff or resources to manage playground users.	Parish handyman follows clear protocols when emptying bins and collecting litter or maintaining play equipment. It is not the intention to ask him to clean play equipment as he does not have the capacity within his existing hours and workload.

Conclusion

Following advice from our insurers we can reopen the playgrounds once appropriate signage is in place to advise the public on how to minimise their risks and stay safe.

Risk Assessment undertaken by the Clerk.

6th July 2020

To be reviewed when government guidance is changed.



WELCOME TO THE PLAYGROUND

Although the risk of catching Coronavirus is lower when outdoors, the virus can remain active on surfaces so please read our top tips.

- If you have any symptoms related to coronavirus please return home and follow Government advice
- If you can, consider playing other games, such as football or frisbee, that do not involve touching fixed play equipment
- If the park is busy and you can't stay safe and keep a space, it may be worth returning at a quieter time
- Please make sure you use hand sanitiser before and after using the play equipment
- If there is a queue, consider others by limiting your time on the play equipment so everyone can have a go
- Please consume food and drink in a quiet area of the park, and clean your hands before eating
- Do place rubbish in a bin or, even better, take it home to recycle!

We will continue to keep our play areas in great condition.

Please play your part by following the latest guidance: www.coronavirus.gov.uk

This banner is 2 metres long to help you keep your distance