

Safe Usage of Manea Pavilion during the Covid-19 Outbreak	
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Version:	2

This risk assessment should be used in conjunction with the current Government guidance regarding Covid 19 mitigation measures. The Government maintains and regularly updates a range of documents giving guidance on managing the impact of Covid-19. The documents are updated regularly in accordance with government announcements and these should be checked regularly with the information on this risk assessment updated accordingly. You should always refer to the most up to date documents maintained on www.gov.uk.

This risk assessment should be made available to anyone using or maintaining the pavilion building. A current copy of this risk assessment should be displayed on the notice board in the pavilion.

In order to minimise the risks of Covid-19 the hygiene requirements set out by the Government and included below must be adhered to. If this is not possible the pavilion should not be used.

Reporting and Tracking

At the time of writing the only groups with permission to use the pavilion are Manea United, Manea Strikers and Manea Sirens Football Clubs. The football clubs must adhere to the record keeping guidelines issued by the FA. Through this process any users of the pavilion (including family spectators) can be contacted in the event of a positive Covid-19 test. A list should be made available in the pavilion so that spectators not covered by the FA process can leave their details and be contacted in the event of a positive Covid-19 test. It will be the responsibility of whichever club is using the pavilion at the time to make this list available. It has been agreed that the football clubs will notify each other should a positive Covid-19 test be returned by someone who has attended the pavilion.

The Parish Council must immediately be notified by the football clubs nominated contact following a positive Covid-19. The pavilion will be immediately closed until further notice. Council staff and members will immediately be made aware of the situation so anyone affected can follow the government guidelines and be tested if necessary.

Covid 19 Risk Assessment					
Area	Activity	Persons Affected	Risk Rating	Risk Control Measures	Resultant Risk Rating
Entrance/ Exit	Opening Doors Touching Surfaces	All	High	Hand sanitisers at entry/exit points Signs reminding people of social distancing Main entrance door to be wedged open when practical (external changing room doors can remain closed)	Medium
Kitchen Area	Serving of Refreshments	All	High	Face coverings to be worn indoors Hand sanitiser to be available on counter Regular hand washing for anyone serving snacks/drinks Disposable cups to be used for drinks Floor to be marked with safe standing line 1m from counter for social distancing Signs reminding people of social distancing Socially distanced queuing if required Keep money handling to a minimum Anti-bacterial soap to be used for hand washing Disposable paper towels to be used for hand drying	Medium
Showers	Showering after sports activities	All	Medium	Showers to remain closed	Low
Changing Rooms	Changing in readiness for sporting fixtures/activity	All	Medium	Where possible participants to arrive already changed in readiness for activity Four persons at a time in the changing room Personal clothing/equipment not to be shared or touched No clothing or equipment to be left in the changing rooms when the pavilion is not in use to allow thorough cleaning	Low
Toilets	Toileting Touching Surfaces	All	High	Ensure surfaces are cleaned regularly Increase cleaning Anti-bacterial soap to be used for hand washing Disposable paper towels to be used for hand drying Double bin bags for paper towels Socially distanced queuing if required	Medium

Covid 19 Risk Assessment

Area	Activity	Persons Affected	Risk Rating	Risk Control Measures	Resultant Risk Rating
Social Area	Socialising	All	Medium	Socialising outside the building to be encouraged Face masks to be worn inside building Signs reminding people of social distancing Table and chairs not to be used Hand sanitiser to be available (adjacent to main door and on counter) Windows to be open where possible to aid ventilation	Low
Cleaning	All surfaces to be disinfected	Cleaner	High	Appropriate PPE to be worn by cleaner Ensure correct cleaning products are used If no cleaner is available then building must be closed No personal items to be left in the pavilion to ensure cleaning is not inhibited	Low
Waste Removal	Removal of rubbish from bins including paper towels	Cleaner	Medium	Appropriate PPE to be worn by cleaner No paper towels to be picked up by hand Existing open bins to be replaced with bins that have lids	Low
Soap/ Hand Sanitiser	Hand Washing	Cleaner Council	Medium	Ensure equipment is available and stocks are in place for replenishment Signs reminding people to wash their hands	Low

Covid 19 Risk Assessment					
Area	Activity	Persons Affected	Risk Rating	Risk Control Measures	Resultant Risk Rating
Covid 19 Symptoms	See NHS guidelines for symptoms of Covid 19	All	High	<p>Any user / staff member / contractor currently displaying Covid 19 symptoms should not use the pavilion and should stay home in isolation as per the Government guidelines</p> <p>Any user / staff member / contractor, having access to the facility who subsequently becomes aware of Covid 19 symptoms or interaction with person having tested positive or with symptoms will be asked to notify the Council and the Government track and trace scheme immediately</p> <p>Signs to be put up reminding users of the symptoms of Covid 19</p> <p>User groups to keep details of club members for tracking purposes in accordance with the recommendations of their governing body.</p> <p>User groups to keep details of spectators not immediately associated with their group by way of a list which should be made available when the pavilion is open.</p>	Medium