

General Indoor Activity Safety Checklist

U3A Name Bracknell Forest	
Interest Group Ballroom Dancing	
Date / Location or Postcode Bullbrook Community Centre Every Friday	
Nature and Description of Activity - checklist A) Consider the current Government and Public Health advice in relation to your location and the feasibility of carrying out this activity safely adhering to current social distancing requirements and permissible out-door activities. B) Consider whether your activity involves the sharing of any equipment or spaces and make suitable arrangements to have antiviral cleaning products available. C) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards. D) Ensure travel arrangements meet the current requirements E) Consider the general hazards related to this type of activity and the impact that accommodating Covid19 requirements may have on the way it is organised. For example these may include considering the numbers permitted to take part at any one time, the location, potential congestion areas, obstacles, fitness levels required, appropriate dress, and weather conditions. F) Record the outcome of these considerations in writing prior to the activity and share with participants so they can complete their personal checklist in line with the information in your checklist.	

Part 1. Activity Checklist outcomes:	Yes (☐)
<p>Please see attached the following documents completed for Ballroom Dancing to resume under Covid -19 restrictions</p> <ul style="list-style-type: none"> • Risk Assessment from Bullbrook Community Centre • Special Conditions of Hire from Bullbrook • Risk Assessment completed by U3A Ballroom Dance Group • Special Conditions for Individuals to return compiled by U3A Ballroom Dancing Group • Attendance Register under Covid-19 for Ballroom Dancing Group <p>All the above forms have been emailed to all members so they have all the information to make an informed decision as to whether they think it is safe for them as individuals to return to this activity.</p>	
Signed Group Organiser:	Dated

Before Activity Personal Checklist:	Yes ()
<p>A) All participants to review their own personal health and circumstances and refer to current Government guidance for different risk categories in Covid19 and what measures are recommended for people over 70 and/or with various medical conditions.</p> <p>B) Consider the health risk category of anyone else you are isolating with in your household.</p> <p>C) Review the risk check list for the activity above completed by the group organiser and consider if you can take part without adverse risk to yourself or household.</p>	

Part 2. Personal Checklist Outcomes:	Yes (☐)
Signed	Dated

COVID-19 RISK ASSESSMENT FOR BULLBROOK COMMUNITY CENTRE

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Centre manager, cleaner, contractors and volunteers – work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own and will sign the time they are in and out, as well as contact details kept for Test Track and Trace. Staff/volunteers advised to wear an apron for cleaning duties. Cleaner will have full PPE for use in the event deep cleaning if required. All cleaning equipment will adhere to government guidelines (correct disinfectant/disposable cleaning cloths and deep cleaning PPE and disinfectant) which will be supplied by the community centre.	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. Centre to be cleaned daily after all hirers have been. Hirers to disinfect before, after and during each hire session.
Regular Users	Cleaning surfaces infected. Disposing of rubbish. Use of shared equipment Toilets and hallway- not able to socially distance Someone falls ill with Covid-19	Stay at home guidance and covid-19 secure guidelines put at entrance. Users to dispose of own rubbish created during session. All equipment and surfaces to be wiped down with disinfectant provided or hirers own anti viral product before and after use Hirer to control numbers of people accessing centre, lobby,	Covid-19 secure poster displayed at entrance and in hall. Hand sanitiser at entrance and toilets. Toilets display how to wash hands properly poster. Regular users to have own risk for Covid-19 assessment and be aware of responsibilities. Hirer to provide their own disposable gloves and aprons.

		<p>kitchen and toilets, capacity signage will be provided</p> <p>Hirer to control one-way system of entrance through single hall door and exit through double hall door. Signage will be in place</p> <p>Doors and windows will be open where possible to ventilate</p> <p>Hirer will keep a list of attendees, arrival time, departure time and contact details for each session for Test, Track and Trace purposes.</p> <p>Only the main hall will be in use and one user group in at a time, to be reviewed.</p>	<p>Hirers to sign special conditions of hire during Covid-19.</p> <p>Hirer only allowed access to centre at permitted session time.</p> <p>Hirer to keep centre manager informed of any changes and notify immediately if anyone falls ill.</p> <p>Only regular hirers, To be reviewed.</p>
Paths/ patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises. People drop tissues.</p>	<p>Display a social distancing poster on front door to encourage care when queueing to enter. Cleaner 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. Ordinary litter collection arrangements can remain in place.</p>
Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>“pinch points” and busy areas would be the entrance hall and toilets.</p> <p>The front door will display a notice saying “maximum 1 person at a time in the lobby”</p> <p>2 metre/social distancing floor markings will be displayed in entrance area. <u>The one way system will be entrance through the single hall door only and exit through the double hall doors only, signage will</u></p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, to be put in hall, kitchen and toilets. Empty regularly after each session by hirer and cleaner after cleaning</p>

		<p><u>be provided.</u> Centre to be cleaned overnight/ morning and users before and after their session. We will supply the disinfectant for the users or they can use their own antiviral Hand sanitiser to be provided by centre at the entrance to the hall, to be used on arrival and departure.</p>	
Main Hall	<p>Door handles, light switches, window catches, tables, chairs, Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after sessions. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. A notice will be displayed on the door to the hall with the words: <u>“maximum 30 people allowed at any time”</u></p>	<p>Curtain blind controls, tables and anything touched by users to be cleaned.</p>
Back meeting room	<p>Social distancing is more difficult in smaller areas. A safe area is required so back room will be used if anyone displays symptoms</p>	<p>Hirers hire the main hall plus small hall with partition door open only, the back room will not be in use other than a safe room for anyone displaying Covid-19 symptoms and then whole centre to be disinfected according to government deep cleaning guidelines.</p>	
Kitchen	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks</p>	<p>Only 1 person in the kitchen at a time. Hirers will be asked not to bring food or drink into the building other than</p>	<p>Cleaning materials to be made available in kitchen in identified cupboard, regularly checked and re-stocked as necessary.</p>

	Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler, microwave	a personal flask/bottle of water. Surfaces/door/cupboard handles and equipment used to be wiped down with disinfectant before and after sessions by user.	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaning will be daily	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage 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. <u>Only one person using the toilet at a time, a notice will be displayed on the toilet doors.</u> Hirers to clean all surfaces etc before and after each session.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed
Boiler Room	Door handle, light switch Social distancing not possible	Public access not allowed. Cleaning will be daily	
Capacity	Too many people in centre to ensure covid-19 secure guidelines	Only the main hall will be used by the hirer. There will only be one hirer at a time in the centre. There will be enough time in the session for cleaning and getting out before the next user arrives to avoid congestion in entrance and toilet areas. <u>Maximum of 30 people in the main hall</u>	

BRACKNELL U3A Ballroom Dance Group

Special Conditions for Individuals Dancing during COVID-19

In order to return to Bullbrook Community Centre for Ballroom Dancing we have to abide by the Special Conditions issued by the Centre.

When you sign the register, you will also be signing to say that you have read and agree to abide to the special conditions set out below.

- Numbers will be limited to 12 dancers. You must let Lynda know by the Wednesday before if you are attending. If you do not hear back, you will be on the list of attendees. Lynda will only contact you if you have been placed on the reserve list. If, subsequently, you cannot attend, please let Lynda know so she can allocate your place to one of the reserves.
- **You must not attend if you, or anyone in your household/bubble is unwell or shown symptoms within the last 7 days or are otherwise isolating.**
- If you show symptoms within 7 days of visiting the premises, you must use the test, track and trace system and let Lynda know
- On entering the hall you must comply with the COVID -19 Secure Guidelines as shown on the poster displayed at the entrance hall, in particular using hand sanitiser on entering and exiting the hall.
- Each individual must sign the register (see above) and enter contact details for track and trace purposes.
- You must social distance at all times and use the one way system
- Only one person is allowed to be in each suite of toilets
- Toilet seats, wash basins, tap, door handles and light switches should all be wiped before and after use by the user
- Any equipment (eg Tables. Chairs, window handles, light switches) used must be wiped down before and after use by the user
- You must not use the kitchen except in an emergency
- No food or drink is to be bought into the hall except for a personal bottle of water or a flask
- You must take any rubbish home or put any used cleaning cloths in the bin provided
- You must only dance with a person in your household or bubble.
- The Community Centre and Dance Group have done everything possible to ensure your safety, but it is up to every individual to take responsibility for their own personal safety and assess if they think it is safe for them to return to this activity.

U3A Ballroom Dance Group, Bullbrook - REGISTER

By signing the register, you are confirming your attendance and to say that you have read and will abide by the Special Conditions issued during COVID – 19 emailed to you/attached and you or any members of your household have shown no symptoms within the last 7 days

No.	Date	Name (please print)	Signature	Time in	Time out	Contact Number/Details	Attending next week
1							
2							
3							
4							
5							
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9							
10							
11							
12							