



The Denby Dale Centre | **ANTI VIRUS 2020**

COVID-SECURE | Kirkburton Hub

Anti-Virus 2020 | INTRODUCTION

This document is the plan to operate our services with new restrictions in place with a view to protect people from infection from Corona Virus.

We will explore this department and action that the charity undertakes and compare the normal with the present and the changing government direction. It is understood therefore, that this will become a **dynamic document**, as it will change over time as government guidance changes or as we become aware of procedures that are at risk.

We must always remember these questions:

- How can **we** prevent infection?
- How can **we** control infection?
- Who are "**we**"?

Under the Health and Safety at Work Act 1974, the Denby Dale Centre has accountability for the health and safety of people on its sites. The hazard of Corona Virus and the risk of infection between people continues in the local area and we will take steps to control the risk of infection between people on our sites.

Failure to act could lead to:

Employed Staff – disciplinary, which could lead to dismissal
Voluntary Staff – warning, which could lead to stopping you volunteering
Visitors/Customers – warning, which could lead to you from being barred

WE, all have a role to play in the prevention of the risk of infection.



Anti-Virus 2020 | RISK ASSESSEMENT & RISK MANAGEMENT

This document is the Coronavirus Risk Assessment in the following format:

Benefit	To achieve our charitable aims
Hazard	Corona Virus
Risk 1	Airborne Infection
Risk 2	Contact Infection
Control	Detailed as rules in this document

Anti-Virus 2020 | THE KIRKBURTON HUB

What people are involved and why are they involved?

- Volunteer staff working in the building
- Volunteer staff visiting to hand in or pick up paperwork
- Employed staff supporting volunteers
- Employed staff using facilities
- Guests of groups
- Group leaders
- Visitors to the building

We understand that Corona Virus is spread by:

- Airborne transmission from breathe/sneeze/cough
- Contact transmission from touch

Staff consulted initially to create these rules:

- | | |
|--------------------|----------------------|
| • Jeanette Lodge | Chairman of Trustees |
| • Nikki McLaughlin | Hub Lead Trustee |
| • Ange Bexon | Hub Manager |
| • Robert Reynolds | Caretaker |
| • Paul Jones | Chief Officer |
| • Mark Clarke | Training Manager |

First reviewed on: 10/07/2020

Last reviewed on: 15/07/2020

Version number 3



The following procedures or rules are in place to best protect people listed above:

Rule 1	WELLNESS
<ul style="list-style-type: none"> You are ONLY allowed on site if you are WELL – if you are not well, GO AWAY 	

Rule 2	HAND WASHING
<ul style="list-style-type: none"> On entry, please wash your hands for minimum of 20 seconds with hot soapy running water Queue for handwashing at a safe distance Use ONE paper towel to dry your hands Wash your hands frequently during your visit Avoid using multi-user fabric [domestic] towels Sinks available in toilet and kitchenette 	

Rule 3	SOCIAL DISTANCING
<ul style="list-style-type: none"> We have a 2m distance rule between households whilst on site We permit up to 1m distance rule if the 2m limit is entered momentarily, only if wearing a face-mask [by a moment we mean just a few seconds and no more than 10 seconds] Social Distancing rules apply to guests, group leaders and DDC staff People who do not follow this should be asked to leave on grounds of health and safety by the group leader or management of the building If persistent breaking of Social Distancing rules, the whole group may be asked to vacate the building by management. Please note that if a group is asked to leave “en-mass”, depending on the situation, the management reserve the right to extend that departure until the end of Covid-19 Secure protocol, however normal situation would give groups time to consider their practices and return. A 2m household Hub-Bubble will be created and a 0.5m or 0.3m walkway is created for movement of people. Group Leaders are kindly requested to observe and best manage such spaces whilst on site, particularly during arrival and departure time. 	

Rule 4	TRACK AND TRACE
<ul style="list-style-type: none"> If you come onto our site, please complete the Track and Trace document and post it on exit Track and Trace recording is compulsory, and is available via: <ul style="list-style-type: none"> ➤ On paper at site ➤ Online at www.ddc.org.uk/trace ➤ Gathered and held by the Group Leader 	

Rule 5	PAYMENTS
<ul style="list-style-type: none"> Digital payments – use the contactless payment method for payments, or for click and collect, BACs too Cash payments – we are avoiding, wherever we can, cash payments We can accept a cheque either through the post or left on-site 	

Rule 6	STAIRCASE
<ul style="list-style-type: none"> If you need to use the stairs, check if anyone is on the stairs coming towards you – wait for them to pass DO NOT PASS OTHERS ON THE STAIRS 	



Rule 7	CAPACITY LIMIT
<ul style="list-style-type: none"> Capacity limit includes staff, volunteers and visitors No more than 15 households are permitted in the hall at any one time, including staff and volunteers, staying in their own Hub-Bubble as marked on the plan. Group staff should be allocated their own Hub-Bubble. Up to two people from one household in one Hub-Bubble. If more than two people from one household then they should share two Hub-Bubbles. No more than 4 people are permitted in the meeting room at any one time, including staff and volunteers. No more than 1 person in a toilet – one out, one in No more than 1 person on the staircase No more than 1 person in the porch No more than 1 person in the kitchen No more than 1 person in the office 	

Rule 8	ENTRY/EXIT
<ul style="list-style-type: none"> Arrivals and departures of visitors to the Kirkburton Hub should be managed by the tenant leader to ensure the 2m distancing is maintained. Where possible, the group leader to stagger arrival times of attendees to alleviate queuing Markers on the outside of the building should be clear and help maintain a 2m distancing Upper floor access ramp to be labelled “Keep Left” 	

Rule 9	PEOPLE MOVEMENT
<ul style="list-style-type: none"> Group Leaders should manage their sessions to avoid people moving around, especially whilst the building is at capacity. It is suggested that “round-robin” sessions have the coordinator moving rather than attendees. Please maintain sticking within the Hub-Bubble to avoid conflicting with the 2m social distancing requirements. 	

Rule 10	CLEANING
<ul style="list-style-type: none"> Tenants are requested to ensure cleaning is completed of any items that are touched or breathed upon. This is in addition to the DDC Clean that occurs between tenants, which includes <ul style="list-style-type: none"> ➤ Handles ➤ Buttons ➤ Toilet light-pulls ➤ Toilet flushes ➤ Light switches ➤ Taps ➤ Staircase handrail To reduce infection risk, the doors to the kitchenette have been removed – the cupboards are out of bounds and should not be opened or touched Each group’s risk assessment should indicate that they cannot trust the cleaning of anyone else and to control risk to their members they should have a contact surface clean prior and post sessions. Tables and chairs will have a weekly clean – any group using these should ensure a good clean prior and post session 	



Rule 11	HOSPITALITY
<ul style="list-style-type: none"> • If your group requires to serve drinks, we ask you to risk assess this. • To prevent the risk of infection transmission, we have removed all shared crockery and cutlery from the hall and Group Leaders are asked to make their own arrangements during the Covid-19 Secure protocol, which may involve bringing disposable cups etc, which should be disposed of as possible infected items. • Group Leaders should consider any shared items if offering hospitality, such as tea-spoons, sugar basins, milk jugs, etc to ensure infection is not carried from one user to another. Please do not permit items to be passed from one person to another. • The kitchenette doors have been removed to reduce hand contact risk • The downstairs kitchen is CLOSED due to coronavirus 	

Rule 12	NOISE
<ul style="list-style-type: none"> • Group Leaders should encourage good discipline with shouting, as excessive shouting across the hall will increase possible transmission risks for airborne infection. • No singing • No wind instruments 	

Rule 13	VENTILATION
<ul style="list-style-type: none"> • Outdoors is recognised as being less risk of infection due to the dispersal of airborne infection, therefore, where possible doors and windows should be left open to flush the air through. (Please do not leave downstairs door open and unsupervised) • If a room is at 50% capacity, then ALL windows should remain open for the duration of the booking 	

Declaration of reading and accepting these rules: THE KIRKBURTON HUB USER GROUP LEADER & STAFF					
Name	Signed	Date	Name	Signed	Date

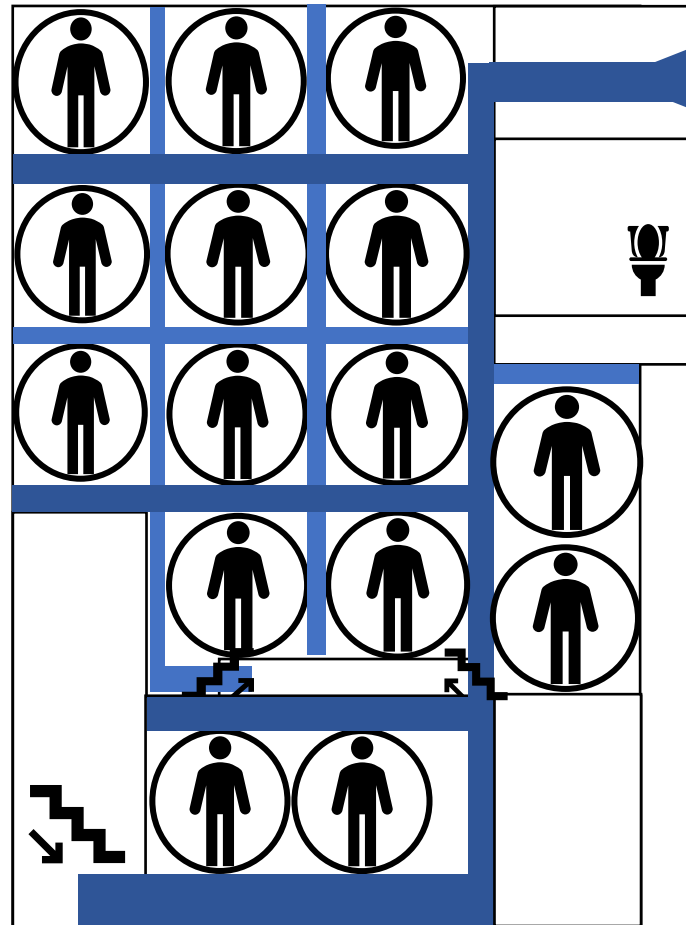
It is with regret that staff who do not accept or do not act upon these Coronavirus and Health & Safety rules will be asked to leave the premises.



Appendix 1 - Layout

Hub-Bubble Layout

With 50/30cm walk-ways

**Hall Capacity is 15**

However, an extension of this capacity on these conditions:

- A Hub-Bubble can be shared by two people from one household
- Max of ONE additional person from the same household in a Hub Bubble
- If three from same household, they need to share two bubbles
- If any Hub Bubbles are shared, all windows and (inner and outer) door **MUST** be fully open
- If the Hall is at 50% capacity or more, then the windows and doors should be open

Appendix 2 - Cleaning

THE KIRKBURTON HUB | Covid-19 Secure Hall Cleaning Record

This form is to record cleaning which is required *between* "bookings".

It is preferred that the building is left for as long as practical to reduce the risk of infection to staff whilst cleaning.

	Group Name	Day	Date	Start Time	End Time
Last booking					
Next booking					

Date	14/7/2020	Day	Monday	Start Time	10:15	Staff	Bob
HALL		Tick	Sign	PORCH & TOILET		Tick	Sign
Main Light Switch Panel & key				Entry Light Switch			
Inside & out of single entry door				Cleaning cupboard handle			
Sink taps				Inside & out double entry door			
Boiler buttons				Toilet pull cord			
Water boiler buttons				Sink taps			
Wooden stage hand rail right				Soap dispenser			
Wooden stage hand rail left				Flush button			
Wall top of stairs				Grab rails			
Staircase hand-rails				Toilet seat			
Empty bins & replace bin bag				Empty bin & replace bin bag			

Appendix 3 – Photos



Entry-Exit Ramp



Hall Partitioning