

Gateshead Clubhouse COVID-19 Secure Checklist

Workplace	Gateshead Clubhouse
Paul Ogle (who is completing this checklist)	
Date	05/07/2020

Question	Notes
Measures should be in place to ensure all users of community facilities follow the guidelines on social distancing, including strict adherence to social distancing of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) are acceptable. You should consider and set out the mitigations you will introduce in your risk assessment.	2 metre spacing grids and keep your distance floor signs are in place to notify membership to keep their distance, sofas are sealed off to allow one person to sit unless they are in a social bubble. we will not have any 1 meter zones
The size and circumstance of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In defining the number of people that can reasonably follow 2 metres distancing (or 1 metre with risk mitigation), the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.	Our main entrance will be two way during bad/cold weather, members will be told to wait till before exiting the building if someone is coming in or out, once in the building there is a one way system in place with exits at either one of our non fire doors 'only to used during fair weather' and one exit point to the rear of our building.
A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the relevant guidelines. It should also identify points of high risk in the building and mitigating actions to address the identified risks.	Our capacity has been reduced to a maximum of 18 people in the building at anyone time this ensures a strict two metre distancing throughout building
Centre managers should also consider what changes might be needed to enable safe access to the building. These may include: Making use of multiple exit and entry points: to introduce a one-way flow in and out of the premises, with appropriate floor markings or signage. Any changes to entrances, exits and queues should take into account the need to make reasonable adjustments for those who need them, such as people with disabilities.	We have two entry point and 3 exit points, but during bad/cold weather with we will have two entry points and two exit points with wait zones before exiting. Our premises are disability friendly throughout no changes need to be made with regard to adjusting our premises to needs of our members with disabilities
Managing the arrival and departure times of different group so as to reduce the pressure at exits and entrances. You should make users aware of, and encouraging compliance with, limits on gatherings. For example, on arrival or at booking. Indoor gatherings are limited to members of any 2 households (or support bubbles); while outdoor gatherings are limited to members of any 2 households (or support bubbles), or a group of at most 6 people from any number of households. lowering capacity—even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue.	We have plans in place to stagger days should we need to do so, we can alternate attendance days therefore reducing risk of overcrowding, as it stands 18 persons seated or standing is our maximum capacity. We have a strict 2 metre social distancing in place throughout our building for anyone not in a social bubble,

<p>Where possible, non-fire doors and windows should be opened to improve ventilation in the premises</p>	<p>All windows and non-fire doors will be open to ventilate our premises</p>
<p>Other measures that will usually be needed are: ? signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, advice to avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available</p>	<p>We have signage throughout our premises to help build awareness of good handwashing technique and to help increase handwashing frequency we also have signage advising to avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available</p>
<p>Providing hand sanitizer in multiple locations, such as reception areas, washrooms.</p>	<p>We have hand sanitizers stations throughout our premises including our toilets</p>
<p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible; and providing hand drying facilities (paper towels or electrical dryers)</p>	<p>Only one person is allowed in our toilets at any time to reduce risk we have sealed off access to toilet cubicles and urinals, we also have hand drying facilities in all of our toilets</p>
<p>Vulnerable people Certain groups of people are at increased risk of severe disease from coronavirus (COVID-19), including all people aged 70 or over. Such individuals are advised to stay at home as much as possible and, if they do go out, to take particular care to minimize contact with others outside of their household.</p>	<p>We are advising all our members that are high risk to stay at home as much as possible</p>
<p>Toilets Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19. Steps that will usually be needed: Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p>	<p>We have signage throughout our premises to help build awareness of good handwashing technique and to help increase handwashing frequency we also have signage advising to avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available</p> <p>Only one person is allowed in our toilets at any time to reduce risk we have sealed off access to toilet cubicles and urinals, we also have hand drying facilities in all of our toilets</p>
<p>Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).</p>	<p>We have social distancing markers throughout our premises with arrows two meters apart routing our one way system, we have mitigated reduce entry by opening two of our non fire doors as exits</p>

<p>Noise All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes – but is not limited to – refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission.</p>	<p>No music is played at a high level on our premises, we will play our radio only at reduced level</p>
<p>Track and Trace (collecting customer data) The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.</p>	<p>We will signing all our members and visitors in our self and storing this data as required for NHS Test and Trace</p>

Print Name: Paul OGLE

Signature: 

Date: 05.07.20