



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

BRAUNSTONE CIVIC CENTRE
THORPE ASTLEY COMMUNITY CENTRE

Civic Centre Reception & Bookings, Customer Service Shop
Thorpe Astley Community Centre Bookings
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COVID-19 SECURE STATEMENT

In order to ensure that our premises are Covid-19 Secure we have undertaken a Risk Assessment for the following areas:

1. Cleaning
2. Community Centres – Use of
3. Library & Receptions
4. Offices

Our risk assessments are available on request (contact details above) and detail the Covid-19 / Infections Risks and our controls, optional controls and future controls.

All risk assessments are being kept under regular review by the Management Team and are updated in accordance with changes to legislation and government guidance.

In summary, we:

1. support NHS Test & Trace and collect data to enable contact to be made with individuals who have used our facilities in the event that someone has symptoms/tests positive;
2. undertake regular cleaning of our facilities at the beginning, during and end of the day; all rooms are cleaned prior and after use and particular attention is made to regular touch points such as rails and door handles;
3. have set new Covid-19 Secure maximum Room Capacities to ensure that hirers can social distance and to assist social distancing throughout the building, particularly at entrances/exits, toilets, foyer and corridors;
4. have installed automatic hand sanitising points around the building;
5. will ventilate the building by opening doors and windows;
6. advise users of the regulations, including good hygiene, wearing of face masks and social distancing requirements;
7. limit the number of users/hires in the building at any one time and stagger hire times to ensure people arrive and leave at different times;
8. provide for a longer turnaround time between bookings to provide additional time for rooms to be thoroughly cleaned; and
9. have installed Perspex screens at our Receptions to enable safe face to face enquiries, bookings and payments.

Users, hirers and customers are required by law to wear a face covering in a Community Centre, unless covered by the exceptions and exemptions.

