

OUR CENTRE COVID SAFETY STATEMENT

Here at Lyndhurst Community Centre we have worked hard to put the health and safety of our staff, volunteers and users first. The trustees and staff will endeavour, at all times, to take all the correct measures to reduce the dangers from Covid-19 for all our staff, volunteers and centre users. We have completed a Risk Assessment to pinpoint the potential risks and have developed the controls needed to reduce these risks.

These measures include:

- Before the staff returned to the centre a process of “fogging” was carried out by “Pests, Bugs and Birds” of Lymington ensuring that they returned to a safe working environment
- To comply with social distancing for our staff and volunteers the office area was expanded into the Beech Room giving Nicky, our Centre Manager, an office of her own
- To improve the working environment for staff and volunteers the reception and the general office were redecorated and new carpet tiles laid
- The reception desk has been fitted with perspex screens which offer protection for staff, volunteers and centre users
- All areas have been cleaned and sanitized to a high standard. To ensure this standard is maintained a Covid-19 Cleaning Schedule has been prepared and will be strictly followed and actions recorded on a daily, weekly and monthly basis
- Covid-19 advisory information is displayed at prominent positions throughout the centre
- Correct and effective PPE is available to staff and volunteers
- Hand washing and sanitizing materials are available at dedicated sanitizing stations in four areas of the centre for the use of all
- At times when social contact cannot be avoided, corrective measures will to be put into place, eg. barriers, to reduce the risk of infection
- Government guidance on Covid-19 is and will continue to be available for all staff and volunteers and updated when required

- Government information and guidance is to be communicated to group or meeting organisers or leaders at the time of their room booking and updated when necessary before their event takes place.