



TIME together

connecting people



The Denby Dale Centre | **ANTI VIRUS 2021**

COVID-SECURE | RULES

Anti-Virus 2021 | 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 is referred to as "**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 2021 | **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 2021 | **THE DENBY DALE CENTRE OPERATIONS**

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
- Public

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 | Retail Supervisor |
| • Ange Bexon | Hub Manager |
| • Robert Reynolds | Caretaker |
| • Paul Jones | Chief Officer |
| • Mark Clarke | Training Manager |
| • Paula Knight | Transport Manager |
| • Tim Whitcombe | Helpline Assistant |
| • Christine Knight | Retail & Admin Volunteer |

First reviewed on: 10/07/2020

Last reviewed on: [30/11/2021](#)

Version number 6

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

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 HOME and follow NHS guidelines. 	
Rule 2	HAND CLEANING
<ul style="list-style-type: none"> On arrival, wash or anti-bax hands. Repeat hand-cleaning if present for prolonged periods or when visitors join session. 	
Rule 3	SOCIAL DISTANCING & MASKS
<ul style="list-style-type: none"> Masks are required to be worn unless exempt in all our shops. We recommend a 2m distance between households where possible however we permit less than 1m distance if mitigated by wearing a face-mask . Social Distancing rules apply to guests, group leaders and DDC staff. Face masks should be worn in all of our vehicles as a condition of carriage. 	
Rule 4	TESTING
<ul style="list-style-type: none"> Staff and volunteers to kindly self-test weekly. Staff and volunteers working with clinically vulnerable, to self-test within 48-hrs before session. We do not ask our members, customers or passengers to self-test, unless there is a heightened risk factor (for example within 14 days of returning from overseas travel or being close to someone with symptoms or positive test; a negative test result is required dated up to 48 hours before using our service). 	
Rule 5	VACINATION
<ul style="list-style-type: none"> We promote and encourage people to, where possible, have a vaccination We accept some people cannot have a vaccine, so therefore do not require staff, volunteers or members to have a vaccination 	
Rule 6	PAYMENTS
<ul style="list-style-type: none"> Digital payments – preferred, like BACS, website or card payment Cash payments – acceptable Cheque payments – acceptable 	
Rule 7	CAPACITY LIMIT
<ul style="list-style-type: none"> The Kirkburton Hub hall capacity is 30 persons, meeting room capacity is 12 persons and kitchen capacity is 2 people The Mill Shop capacity is 10 plus a further 4 in the stockroom The Mill Training Room capacity is 12 people, plus 2 people in the office The Slat Shop capacity is 8 people plus 2 people downstairs The Pantry capacity is 5 people Mirfield Dementia Group capacity is 20 people Emley Dementia Group capacity is 15 people Marsden Dementia Group capacity is 15 people Vehicle capacity is now set as seat numbers of that vehicle (however masks must be worn as a condition of carriage unless exempt and all must use hand sanitisation on entry) 	

Rule 8	DEMENTIA SUPPORT GROUP
<ul style="list-style-type: none"> Members of our dementia groups can break the bubble within their bubble of two people, with two bubbles having a dedicated volunteer to serve them – the volunteer must wear a mask. 	

Rule 9	PEOPLE MOVEMENT
<ul style="list-style-type: none"> Group Leaders should manage their sessions to avoid infection risk. 	

Rule 10	CLEANING
<ul style="list-style-type: none"> Tenants of DDC are requested to ensure cleaning is completed of any items that will or have been touched or breathed upon. DDC will clean in the hired space: <ul style="list-style-type: none"> ➤ Handles ➤ Buttons ➤ Toilet light-pulls ➤ Toilet flushes ➤ Light switches ➤ Taps ➤ Staircase handrail 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 complete a “contact surface clean” prior and post sessions. Vehicles will have contact points sanitised between users. 	

Rule 11	HOSPITALITY
<ul style="list-style-type: none"> If your group requires to serve drinks, we ask you to risk assess this to minimise risk. 	

Rule 12	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 or more, windows should be opened during the booking. 	

Declaration of reading and accepting these rules: 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 excluded.