

Saltford Community Association – Risk Assessment - Covid19

Issue 1

Date of assessment July 2020 To be reviewed (Date)

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Hazard Identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance, in foyer and all rooms. Staff/volunteers provided with protective overalls/plastic aprons, goggles and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. Need to be on the contact list in the event of a Covid19 infection.</p>	<p>Staff/volunteers may need guidance on cleaning. For example: types of products to be used for most effective infection control: cloths/wipes should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>

<p>Staff and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling a new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Organiser to discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p> <p>Office to be made out-of-bounds to attendees at the building. Phone or intercom contact only</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns and to whom they can take them i.e. the Hall Manager and the SCA Chairman</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>State that hirers and all attendees must not arrive more than 30 minutes before their booked time and must leave within 15 minutes of the end of the session</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

		Cleaner and hall users asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Provide clear instructions on how visitors should enter and leave the building. Clear instructions on how to practice social distancing on the stairs and in the lift. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly. Markers and 'standing points' (circles on the ground) to highlight safe social distancing. 'Do not enter if unwell' posters on display
Main Hall , Avon Room and Wansdyke Room.	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use. Floors, door handles, light switches, window catches to	Cushioned chairs removed from use. Replaced by plastic chairs. Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.

	<p>Commemorative photos, displays. Social distancing to be observed</p>	<p>be cleaned by cleaning staff once a day in the morning.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly</p>	<p>Groups reminded of safety rules when cleaning. Kitchens closed and individuals asked to bring their own refreshments.</p>
<p>Small meeting rooms and office</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use. Floors, door handles, light switches, window catches to be cleaned by cleaning staff once a day in the morning. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Office staff to clean office equipment e.g. computers, shared copier etc.</p>	<p>Hire smaller rooms only if numbers are very low and when the main hall is not in use.</p> <p>Restrict number of rooms in building being used at the same time.</p> <p>Kitchens close and individuals asked to bring own refreshments if needed.</p>

Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Ask hirers only to bring their own, minimal, refreshments if needed. Kitchens closed until risk of infection to vulnerable groups is low. Hirers instructed <u>not</u> to bring their own electrical equipment	When it is deemed safe to reopen the use of kitchens cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Domestic Officer to decide frequency of cleaning.	
Storage areas (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use. Hirer to control accessing and stowing of equipment to encourage social distancing. Books, CDs etc. on sale in foyer moved or closed off to avoid a touch hazard.	Consider whether re-arrangement or additional trolleys will facilitate social distancing. Hirers need to be made aware of social distancing when retrieving equipment from storerooms.
Toilets	Social distancing difficult. Surfaces in frequent use e.g. door handles, light switches, basins, toilet handles, seats etc.	Toilets suites have restricted access to one at a time. Hirer to clean all surfaces etc before public arrive unless	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

	Baby changing and vanity surfaces, mirrors.	staff have pre-cleaned out of hours. Main doors to the building kept latched to avoid access by general public. Engaged/vacant signage on door to toilet suite. Posters to encourage 20 second hand washing.	
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Domestic Officer to decide frequency of cleaning.	
Stage and Green Room	Curtains Social distancing Lighting and sound controls	Raise stage curtains out of reach. Hirer to control access and clean as required. Green Room closed to public access until overall infection risk is very low.	Stage curtain to be raised. No productions held until risk is very low.
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.	Contactless and online booking already in place for future