

Risk Assessment

Facility: The George Moore Community Centre, Bourton-on-the-Water Parish Council accommodation

Assessment carried out by: Joanna Herbert (Assistant Clerk)

Date assessment was carried out: 5th November 2020 (To be reviewed on a monthly basis)

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|---|---|---|--|-------------------------------|------|
| Entrances, lobby & corridors <ul style="list-style-type: none"> • <i>Pinch points</i> • <i>Lack of social distancing</i> • <i>High contact surfaces</i> | Staff, contractors, volunteers, delivery drivers & public at risk of spread of COVID-19 | <ul style="list-style-type: none"> • Hand gel dispensers installed outside Main Entrance & Side Entrance • Parish Council offices to remain closed to the public reduce congestion in lobby • Cleaning visits scheduled 3 times a week • One-way system introduced with separate routes for Library users/staff and Windrush/Salmonsbury Room hirers • Hand washing facilities available in four toilet suites • Bin installed in lobby area inside Main Entrance | Main Entrance only open when Library in use or when Windrush/Salmonsbury Room is hired | All staff | As required | |
| | | | Side Entrance only opened for appointments in Rooms 2 & 3 or Salmonsbury Room hirers to exit during office hours or for out-of-hours Windrush/Salmonsbury Room hire | All staff | As required | |
| | | | Share map of one-way system for hirers (Appendix A) | Assistant Clerk | W/B 06/07/20 | JH |
| | | | Install signage for one-way system at Main Entrance | Assistant Clerk | W/B 24/08/20 | JH |
| | | | Refill hand gel regularly | Caretaker | As required | |
| | | | Sanitise light switches & door handles twice daily | Caretaker (am) Assistant Clerk (pm) | Ongoing | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|---|---|--|---|-------------------------------|------|
| | | | Update & install COVID Secure Premises posters at Main & Side entrances (Appendix B) | Assistant Clerk | W/B 15/10/20 | JH |
| Car park, patio & paths <ul style="list-style-type: none"> Lack of social distancing Dropped tissues/litter | Staff, contractors, volunteers, delivery drivers & public at risk of spread of COVID-19 | <ul style="list-style-type: none"> Keeping outside areas litter free with regular checks and litter picks using gloves & grabber | Mark out 2 metre lines outside both entrances to assist with queues, if necessary, when main doors of the building are re-opened to the public | Caretaker | TBC | |
| Parish Council offices <ul style="list-style-type: none"> Lack of social distancing High contact surfaces Shared equipment | Staff, contractors, volunteers & public at risk of spread of COVID-19 | <ul style="list-style-type: none"> Staff working at personal workstations with separate computers & phones in separate offices Cleaning visits scheduled 3 times a week Offices closed to the public with enquiries made by email or phone Staff instructed to stay at home if unwell Use of reception hatch to deal with any enquiry from hirer, library user or tenant | Carry out Employer's Risk Assessment | FGP Committee | ASAP | BH |
| | | | Shared surfaces & equipment to be wiped regularly – photocopier & laminator | All staff | As required | |
| | | | Windows & doors opened for ventilation when possible | All staff | As required | |
| | | | Regular hand washing | All staff | As required | |
| | | | Permit urgent meetings to be held by appointment only (eg. burials) | Clerk & Assistant Clerk | As required | |
| | | | Use of PPE/face coverings when unable to keep 2m distance | All staff, contractors, volunteers & public | As required | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|---|---|---|------------------------------------|-------------------------------|------|
| | | | Report any positive cases, close premises & arrange deep clean | Assistant Clerk | As required | |
| Public rooms <ul style="list-style-type: none"> • <i>Lack of social distancing</i> • <i>High contact surfaces</i> • <i>Shared equipment</i> | Staff, contractors, volunteers & public at risk of spread of COVID-19 | <ul style="list-style-type: none"> • Only to be used for government's specified permitted activities for duration of National Restrictions from 5th November to 2nd December • Lowered capacity of Windrush & Salmonsbury Room; attendees from more than two households to be socially distanced; attendees to wear a face covering; upholstered chairs in Windrush Room replaced by wooden wipeable chairs from Café; regular scheduled cleaning sessions; bin provided • Café accessible as an Isolation Room for emergency use only with 'kit box' provided (bowl, hand soap, bin, paper towels & tissues); all surfaces cleared & sofas plastic wrapped | Request signed acceptance of Special Conditions from Lead hirer (Appendix C) | Assistant Clerk | Prior to date of hire | |
| | | | Compliance with Special Conditions | Hirer & group members | During hire period | |
| | | | Update & install COVID Secure Premises posters (Appendix B) and QR code posters at room entrances | Assistant Clerk | W/B 15/10/20 | JH |
| | | | Regular hirers of smaller rooms encouraged to switch bookings to Windrush Room where possible temporarily | Assistant Clerk | As required | |
| | | | Install signage for Isolation Room on Café door & Café lobby wall & 'kit box' | Assistant Clerk | W/B 27/07/20 | JH |
| | | | Maintain records of attendees for NHS Test & Trace | Assistant Clerk | Ongoing | |
| | | | Provide cushioned chairs with arms for elderly or infirm | Caretaker | As required | |
| | | | Supply gloves, masks, disposable apron & extra bin bag for Isolation Room 'kit box' | Caretaker | W/B 06/07/20 | JH |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|---|---|--|------------------------------------|-------------------------------|------|
| | | | Display NHS Catch It, Bin It, Kill It posters (Appendix E) | Assistant Clerk | W/B 06/07/20 | JH |
| Kitchen <ul style="list-style-type: none"> • Lack of social distancing • High contact surfaces • Shared equipment | Staff, contractors, volunteers & public at risk of spread of COVID-19 | <ul style="list-style-type: none"> • Kitchen to remain closed to the public • Cleaning visits scheduled 3 times a week | Advise hirers to bring own refreshments if required | Assistant Clerk | As required | |
| | | | Display PHE hand washing posters (Appendix D) | Assistant Clerk | W/B 06/07/20 | JH |
| | | | Display NHS Catch It, Bin It, Kill It posters (Appendix E) | Assistant Clerk | W/B 06/07/20 | JH |
| Toilets <ul style="list-style-type: none"> • Lack of social distancing • High contact surfaces • Shared facilities | Staff, contractors, volunteers & public at risk of spread of COVID-19 | <ul style="list-style-type: none"> • Cleaning sessions 3 evenings a week • Hand washing facilities available in four toilet suites • Hand soap & toilet papers replenished regularly • NHS Catch It, Bin It, Kill It posters displayed (Appendix E) | Display PHE hand washing posters (Appendix D) | Assistant Clerk | W/B 06/07/20 | JH |
| | | | Request signed acceptance of Special Conditions from Lead hirer (Appendix C) | Assistant Clerk | Prior to date of hire | |
| | | | Compliance with Special Conditions | Hirer & group members | During hire period | |
| Furniture store <ul style="list-style-type: none"> • Lack of social distancing • High contact surfaces • Shared equipment | Staff, contractors, volunteers & public at risk of spread of COVID-19 | <ul style="list-style-type: none"> • Excess chair stacks from Windrush Room & Salmonsbury Room removed to alternative cupboard without public access | Request signed acceptance of Special Conditions from Lead hirer (Appendix C) | Assistant Clerk | Prior to date of hire | |
| | | | Compliance with Special Conditions | Hirer & group members | During hire period | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|---|--|---|------------------------------------|-------------------------------|------|
| Store cupboard <ul style="list-style-type: none"> • <i>Lack of social distancing</i> • <i>High contact surfaces</i> • <i>Shared equipment</i> | Staff, contractors, volunteers & public at risk of spread of COVID-19 | <ul style="list-style-type: none"> • Cupboards locked with minimal public access required | Clean cupboards dependent on use | Caretaker | As required | |
| | | | Clean equipment regularly | Hirer | As required | |
| Boiler rooms <ul style="list-style-type: none"> • <i>High contact surfaces</i> | Staff & contractors at risk of spread of COVID-19 | <ul style="list-style-type: none"> • Rooms locked with contractor access only required for maintenance purposes | Clean cupboards dependent on use | Caretaker | As required | |

Users and hirers of the facility have responsibility for managing risks arising from their own activities when they have control of the premises and should take account of any guidance relevant to their specific activity or sector.

Complete government guidance on the use of community buildings under National Restrictions is available here:
<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

List of appendices:

- Appendix A – Map to illustrate one-way system
- Appendix B – COVID-19 Secure Premises poster
- Appendix C – Special Conditions of Hire during COVID-19
- Appendix D – PHE Handwashing poster
- Appendix E – NHS Catch It, Bin It, Kill It poster