

## 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: 29<sup>th</sup> September 2021 (To be reviewed in line with government changes)**

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
<b>Entrances, lobby &amp; corridors</b> <ul style="list-style-type: none"> <li>• <i>Pinch points</i></li> <li>• <i>Crowding</i></li> <li>• <i>High contact surfaces</i></li> </ul>	Staff, contractors, volunteers, delivery drivers & public at risk of spread of COVID-19	<ul style="list-style-type: none"> <li>• Hand gel dispensers installed outside Main Entrance &amp; Side Entrance</li> <li>• Cleaning visits scheduled 3 times a week</li> <li>• Hand washing facilities available in four toilet suites</li> <li>• Bin installed in lobby area inside Main Entrance</li> </ul>	Main Entrance and Side Entrance doors to remain open to allow ventilation	All staff	As required	
			Refill hand gel regularly	Caretaker	As required	
			Sanitise light switches & door handles twice daily	Caretaker (am) Assistant Clerk (pm)	Ongoing	
<b>Car park, patio &amp; paths</b> <ul style="list-style-type: none"> <li>• <i>Crowding</i></li> <li>• <i>Dropped tissues/litter</i></li> </ul>	Staff, contractors, volunteers, delivery drivers & public at risk of spread of COVID-19	<ul style="list-style-type: none"> <li>• Keeping outside areas litter free with regular checks and litter picks using gloves &amp; grabber</li> </ul>				
<b>Parish Council offices</b> <ul style="list-style-type: none"> <li>• <i>Crowding</i></li> <li>• <i>High contact surfaces</i></li> <li>• <i>Shared</i></li> </ul>	Staff, contractors, volunteers & public at risk of spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff working at personal workstations with separate computers &amp; phones in separate offices</li> <li>• Employer's Risk Assessment completed</li> <li>• Cleaning visits scheduled 3</li> </ul>	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	

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<i>equipment</i>		times a week • Staff instructed to stay at home if unwell • Use of reception hatch to deal with any enquiries from public and anyone waiting requested to wait outside • Use of A-board to display key instructions for public	Advise use of face coverings when in the public areas of the building	All staff, contractors, volunteers & public	As required	
			Report any positive cases and follow PHE guidance	Assistant Clerk	As required	
			Maintain social distancing as far as possible	All staff, contractors, volunteers & public	As required	
			Stay at home if unwell	All staff & public	As required	
<b>Public rooms</b> • <i>Crowding</i> • <i>High contact surfaces</i> • <i>Shared equipment</i>	Staff, contractors, volunteers & public at risk of spread of COVID-19	• Regular scheduled cleaning sessions • Bins provided and emptied regularly • Displayed NHS Catch It, Bin It, Kill It posters (Appendix D) • COVID Secure Premises posters (Appendix A) and QR code posters at room entrances • Reduced room capacity as follows: ○ Windrush Room – 25 ○ Salmonsbury Room – 10 ○ Café – 15	Request signed acceptance of Special Conditions from Lead hirer (Appendix B)	Assistant Clerk	Prior to date of hire	
			Compliance with Special Conditions	Hirer & group members	During hire period	
			Advise use of face coverings when coming into contact with people not usually met, clinically vulnerable or in crowded spaces	Hirer & group members	As required	
			Stay at home if unwell	All hirers and group members	As required	
<b>Kitchen</b>	Staff, contractors, volunteers & public	• Cleaning visits scheduled 3	Advise hirers to bring own refreshments if preferred	Assistant Clerk	As required	

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<ul style="list-style-type: none"> <li>• <i>Crowding</i></li> <li>• <i>High contact surfaces</i></li> <li>• <i>Shared equipment</i></li> </ul>	at risk of spread of COVID-19	<ul style="list-style-type: none"> <li>• times a week</li> <li>• Bins provided and emptied regularly</li> <li>• Displayed PHE hand washing posters (Appendix C)</li> <li>• Displayed NHS Catch It, Bin It, Kill It posters (Appendix D)</li> </ul>	Request signed acceptance of Special Conditions from Lead hirer (Appendix B)	Assistant Clerk	Prior to date of hire	
			Compliance with Special Conditions	Hirer & group members	During hire period	
<b>Furniture store</b> <ul style="list-style-type: none"> <li>• <i>Crowding</i></li> <li>• <i>High contact surfaces</i></li> <li>• <i>Shared equipment</i></li> </ul>	Staff, contractors, volunteers & public at risk of spread of COVID-19	<ul style="list-style-type: none"> <li>• Minimal public access required</li> </ul>	Request signed acceptance of Special Conditions from Lead hirer (Appendix B)	Assistant Clerk	Prior to date of hire	
			Compliance with Special Conditions	Hirer & group members	During hire period	
			Clean equipment regularly	Hirer & staff	As required	
<b>Store cupboard</b> <ul style="list-style-type: none"> <li>• <i>Crowding</i></li> <li>• <i>High contact surfaces</i></li> <li>• <i>Shared equipment</i></li> </ul>	Staff, contractors, volunteers & public at risk of spread of COVID-19	<ul style="list-style-type: none"> <li>• Cupboards locked with minimal public access required</li> </ul>	Clean cupboards dependent on use	Caretaker	As required	
			Clean equipment regularly	Hirer & staff	As required	
<b>Boiler rooms</b> <ul style="list-style-type: none"> <li>• <i>High contact surfaces</i></li> </ul>	Staff & contractors at risk of spread of COVID-19	<ul style="list-style-type: none"> <li>• Rooms locked with contractor access only required for maintenance purposes</li> </ul>	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 how to stay safe and help prevent the spread of coronavirus is available here:  
<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

List of appendices:

- Appendix A – COVID-19 Secure Premises poster
- Appendix B – Special Conditions of Hire during COVID-19
- Appendix C – PHE Handwashing poster
- Appendix D – NHS Catch It, Bin It, Kill It poster

To take effect 29<sup>th</sup> September 2021