

OBS Covid19 risk assessment

Area or people at risk	Risks identified	Actions to mitigate risk	Actions completed
Committee and Cleaners	<p>Should not enter OBS if unwell. Disposal of rubbish esp tissues and cleaning cloths especially hazardous.</p> <p>Deep cleaning if someone falls ill with CV19 who is or has been on the premises</p> <p>Risk to cleaners if carrier of virus has been on the premises</p>	<p>Cleaners to inform committee if unwell. Cleaners to provide own PPE as appropriate. Cleaners must be conversant with deep clean procedure when necessary. Cleaners must be informed immediately if a carrier has been on the premises. Building would then be closed for 72 hours before deep cleaning.</p>	<p>Cleaners made fully aware of plans and arrangements.</p> <p>DH and RW responsible for communication with cleaners.</p>
User Groups and Hirers	<p>Need to be responsible for Covid risk to their group Need clear consistent guidelines on use of building Need to know plan if anyone who attends develops suspected COVID19 Need time to clean hall before and after use</p>	<p>User groups to be given clear and concise rules on cleaning before and after using the OBS. User groups must do own risk assessment and bring any problems to attention of committee. User groups must keep record of all attendees for 21 days in line with gov't advice. Must instruct attendees to hand sanitise on entering and leaving the building. Sanitisers to be installed near entrance and exit and maintained by cleaners. Must inform committee of any covid19 carrier who has been in the building. OBS should then not be used until deep cleaned. Hirers to be notified to cancel There must be 30 clear minutes between bookings for users to fulfil cleaning commitments</p>	<p>Guidelines provided in hire agreement</p> <p>Signage erected in hall</p> <p>Sanitiser dispensers installed. Cleaners will maintain.</p> <p>Instructions for dealing with suspected case on internal notice board PPE box for person assisting user with suspected COVID19 kept in cleaning cupboard.</p>

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Exterior areas	<p>Social distancing. People congregate outside building.</p> <p>Contaminated rubbish (tissues) in car park</p> <p>Keysafe & keys</p>	<p>Notice outside entrance advising re distancing.</p> <p>Cleaners to keep an eye on car park</p> <p>Advise organisers to hand sanitise after using key safe</p>	<p>Signage fitted to entrance</p> <p>Cleaners aware</p> <p>Guidelines provided in hire agreement</p>
Entrance & exit	<p>Pinch points on entry and exit.</p> <p>Disabled entrance opens directly onto road.</p> <p>Double doors on entry and exit. Some with springs.</p> <p>Door handles and light switches frequently used.</p>	<p>One way system, separate entry and exit when appropriate. Notices required.</p> <p>Groups with young children may need to devise way of only using stepped entrance</p> <p>Advise users to prop open internal entrance and exit doors, and external doors if possible especially when people are entering and leaving.</p> <p>Users to clean door handles and light switches before and after using OBS</p>	<p>Guidelines provided in hire agreement</p> <p>Sign fitted to exit door</p>
Main Hall	<p>Door handles, Light switches, Chairs and tables</p> <p>Windows Cannot be opened for ventilation</p> <p>Social distancing must be maintained.</p> <p>Seats with soft covers should not be used</p>	<p>Users to clean all surfaces and furniture before and after use.</p> <p>Advise users to prop open internal doors and external doors if possible</p> <p>Limit number allowed in building to 30</p> <p>Tape off blue chairs with signage.</p>	<p>Guidelines provided in hire agreement</p>
Kitchen	<p>Social distancing more difficult.</p> <p>Window</p> <p>Door handles and light switches.</p> <p>Cleaning of surfaces</p> <p>Crockery, cutlery, utensils</p> <p>Boiler</p> <p>Cooker and microwave</p> <p>Maintenance of Soap and paper towels</p> <p>Rubbish bin has to be touched to open.</p> <p>Washing up sink should not be used for hand washing and vice versa</p>	<p>Organisers to advise individuals to bring own food and drink.</p> <p>If Kitchen is to be used people from only one social distancing "Bubble" should enter at any one time.</p> <p>Remind users to clean after use</p> <p>Remove lid from rubbish bin.</p> <p>Signs to be put over sinks</p>	<p>Guidelines provided in hire agreement</p> <p>Cleaners will maintain soap dispensers and towel dispensers.</p> <p>Signage installed over sinks</p>

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Storage area by exit	Social distancing difficult. Equipment handling	Only playgroup personnel to enter. Sign required	Guidelines provided in hire agreement
Storage area by disused toilet	Social distancing difficult Users need access to cleaning materials cupboard. Where to keep cleaning materials out of reach of children	Advise only one at a time in store room Cleaning materials to be kept in locked cupboard and organisers informed of where to find key.	Guidelines provided in hire agreement
Toilets	Social distancing difficult in corridor. Hand basin needed for users of non-disabled toilet Maintenance of Soap dispensers and paper towels No fixed soap dispenser on hand basin in corridor Rubbish bin in disabled toilet has to be touched to open	Only one person to enter toilet area at a time (even though there are 2 toilets) Soap dispenser to be fitted Remove lid	Guidelines provided in hire agreement Signage fitted outside toilet Soap dispenser fitted by corridor sink. Soap and towel dispensers will be maintained by cleaners.