

Risk Assessment for Opening the Annexe



Version Control

Issue Date	Issue Number	Amends	Issued By
16 th September 2020	2	Additional information for use of Internal Annexe toilet	Fran McLean
1 st September 2020	1		Fran McLean

Outwith Scope of this Risk Assessment

Church Hall – separate risk assessment already completed

Notes

This document will be periodically updated in line with government guidance, when hirers and groups return

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
Re-opening Failure to properly prepare the buildings for use after a prolonged period of unoccupation	All users (staff, volunteers, hirers, families)	Buildings have been aired before use Check for animal waste and general cleanliness. Buildings to be thoroughly cleaned where necessary by Pat Chambers and all rubbish to be removed Ensure water systems are flushed through before use	To be reviewed in October when heating is needed. Boiler service history up to date.	To be done whilst cleaning is being carried out Basic checks done by Fran McLean Cleaning organised by Lesley Nicholl Lesley Nicholl

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
		<p>Switch on and check electrical and heating systems if needed and boiler service history is up to date.</p> <p>Check all PAT testing is up to date</p>		<p>David Wickham</p> <p>To be organised by David Wickham</p>
<p>Maintenance Failure to maintain the buildings for users in a COVID secure manner</p>	<p>All users (staff, volunteers, hirers, families, youth group)</p>	<p>Stay at home guidance if unwell to be displayed at entrance to the Annexe and on a noticeboard</p> <p>‘We are COVID secure’ posters to be displayed at entrance to Annexe and on a noticeboard</p> <p>‘Log in’ sheet to be placed at the entrance to the Annexe, to be signed by all individuals that enter the Annexe, in order for Track and Trace information to be available</p> <p>Buildings to be cleaned regularly by Pat Chambers and all rubbish removed. The Annexe WC to be cleaned weekly. For any rubbish that is potentially contaminated, please refer to section below on Cleaning</p>	<p>If the building has not been in use for 72 hours, it is generally accepted that there is no need for extra cleaning to remove the virus from surfaces. However, as hirers and other users of our buildings don’t necessarily have access to when other users have accessed the building, the onus is on hirers to ensure cleanliness before and</p>	<p>Fran McLean</p> <p>Fran McLean</p> <p>Fran McLean</p> <p>Cleaning to be organised by Lesley Nicholl</p>

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
		<p>Staff to be warned immediately if someone has tested positive for COVID-19 who has been on the premises by contacting Liz Lewis (secretary@htprestwood.org.uk) as soon as possible</p> <p>Individuals encouraged to open doors and windows wherever possible.</p>	<p>after their hire session. All products to be marked 'Property of HTP'</p> <p>Information from buildings' log in sheets to be used to assist</p>	<p>Liz Lewis Fran McLean</p>
<p>Hand Hygiene Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>All users (staff, volunteers, hirers, families, youth group)</p>	<p>Adequate soap and paper towels supplies to be provided at all sinks, in addition to a bin to dispose of used paper towels. All cloth hand towels to be removed. Supplies of hand soap and paper towels to be monitored and maintained when necessary.</p> <p>Signage to be displayed in all WCs and above sinks in use reminding users of the importance of good hand hygiene</p> <p>Hand sanitiser to be placed at the entrance to the Annexe, to be used before and after entering with instructional signage.</p>	<p>No requirement for hand sanitiser to be placed in Annexe WC as hand washing facilities are available.</p>	<p>Supplies to be sourced by Liz Lewis. Stock levels in hall/annexe to be monitored by Lesley Nicholl</p> <p>Lesley Nicholl Fran McLean</p> <p>To be monitored by Fran McLean and Lesley Nicholl</p>

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
<p>Common Areas Getting or spreading coronavirus in common use areas such as toilet facilities, entry/exit points to the Annexe, key safes, the Annexe toilets, the Annexe</p>	<p>All users (staff, volunteers, hirers, families)</p>	<p>Hand sanitiser to be placed at the entrance and Annexe, to be used before and after entering with instructional signage</p> <p>Kitchenette to remain closed</p> <p>Physical distance of 2m to be maintained at all times and in all areas.</p> <p>If more than 3 people present, use one-way system through the building, using back door onto carpark to exit the Annexe</p> <p>Internal Annexe Toilet</p> <p>Introduce disinfectant cleaning wipes (on toilet cistern) Users must wipe down flush handle, taps and door handle after use Display signage reminding users to wash hands thoroughly and wipe down regularly touched surfaces with disinfectant wipes after use</p> <p>See section on Social Distancing</p>	<p>No requirement for hand sanitiser to be placed in Annexe WC as hand washing facilities are available. Wall mounted hand sanitiser pump to be considered for key safes in future.</p>	<p>To be sourced by Liz Lewis and monitored by Fran McLean</p> <p>Group leader to instigate one-way system if more than 3 present in the building</p> <p>Fran McLean to monitor and install signage</p>
<p>Cleaning Getting or spreading</p>		<p>All users required to clean all surfaces, handles, tables, chairs, light switches etc</p>	<p>If the building has not been in use for 72 hours, it is generally accepted that</p>	<p>Users</p>

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
coronavirus by not cleaning surfaces, equipment and workstations, poor cleaning practices or inadequate PPE	All users (staff, volunteers, hirers, families) Cleaning staff	<p>both before and after use. Cleaning products and disposable paper towel roll to be left out for users to ensure effective products are being used</p> <p>Ensure all waste receptacles have disposable liners eg polythene bin bags to reduce the risk to those responsible for removing them</p> <p>Annexe to be cleaned on a regular basis by Pat Chambers and all rubbish removed.</p> <p>Staff/volunteers carrying out cleaning duties/rubbish removal to be provided with disposable plastic gloves. Hirers and contracted cleaning staff to provide their own should they wish to use them.</p>	<p>there is no need for extra cleaning to remove the virus from surfaces.</p> <p>All users carrying out cleaning duties should be fully briefed on the latest guidance – gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Cleaning products to be sourced by Liz Lewis and stock levels monitored by Fran McLean/ Lesley Nicholl</p> <p>Cleaning to be organised by Lesley Nicholl</p> <p>Cleaning to be organised by Lesley Nicholl</p>
Cleaning After known exposure to someone with	All users (staff, volunteers, hirers, families) Cleaning staff	Annexe to be closed immediately for 72 hours with no access permitted	All staff/volunteers carrying out cleaning duties should be fully briefed on the latest guidance – gov.uk/government/publications/covid-	To be contacted by Lesley Nicholl

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
coronavirus symptoms		<p>Inform users of the Annexe of closure using information gathered on buildings' log in sheets</p> <p>Engage cleaning company to carry out a deep clean and check latest PHE advice</p>	19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	<p>To be contacted by Lesley Nicholl</p> <p>Cleaning to be organised by Lesley Nicholl</p>
<p>Social Distancing Contracting or spreading the virus by not social distancing</p>	All users (staff, volunteers, hirers, families)	<p>Physical distance of 2m to be maintained at all times and in all areas.</p> <p>Face coverings to be worn</p> <p>If more than 3 people present, use one-way system through the building, using back door onto carpark to exit the Annexe</p>		Users
<p>Poor Ventilation Poor workplace ventilation leading to risks of coronavirus spreading</p>	All users (staff, volunteers, hirers, families)	<p>Windows and doors to be kept open as far as is possible</p> <p>Buildings to be aired regularly to ensure adequate ventilation</p>	It will be the users responsibility to ensure that all windows and doors are securely locked at the end of their hire period	<p>Users</p> <p>To be done whilst cleaning is being carried out</p>
<p>Vulnerable Workers Increased risk of infection and complications for vulnerable workers</p>	Vulnerable staff and volunteers	Staff and volunteers in the vulnerable category are advised not to attend work for the time being	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	To be discussed with Church Warden

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
			should cease such work for the time being.	