

The Ivers Parish Council Covid-19 Secure Risk Assessment

Assessment carried out by:	Date of assessment:	Date of next review:
	November 2020	

What is the hazard?	Area or People at Risk	Risk identified	Actions to control the risks?	Who needs to carry out the action?	When is the action needed by?	Insert Date completed and any notes.
Spread of COVID-19 (Coronavirus)	Employees Parish Councillors Users Hirers Cleaners Contractors Volunteers	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues, cleaning cloths, wipes, disposable plastic chair covers and disposable PPE.</p> <p>People not wearing face masks could spread infection if the nose and mouth are not covered as these are the main confirmed sources of transmission of virus that causes COVID-19.</p>	<p>Deep cleaning of the Pavilion.</p> <p>Check enough rubbish bins on premises.</p> <p>Instructions to hirers/users that face masks must be worn indoors before entering the setting unless the person has a face covering exemption.</p>	<p>The Parish Council to organise deep cleaning with Cleaning Contractor.</p> <p>Grounds Team to empty all rubbish on a weekly basis.</p> <p>Staff/volunteers to be provided with disposable vinyl gloves.</p> <p>The Parish Council</p>	<p>Before the premises can be re-opened</p> <p>Before the premises can be re-opened</p>	<p>Staff/volunteers provided with protective gloves if required to clean premises after use.</p> <p>The Parish Council to produce and display Face Mask posters at each entrance.</p>

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		People in close contact with someone who has COVID-19.	The latest Government Guidelines at the time of hiring or opening of the premises will always be followed.			
	Respiratory hygiene and hand cleanliness	Transmission to other members of group and premises.	Catch It, Bin It, Kill It. Advise Hirer/group to avoid touching mouth, eyes, and nose. Used tissues to be disposed into the bin provided, then wash or sanitise hands. Hirer/group to use sanitiser on entering and exiting the premises; to wash hands regularly using soap and paper towels.	The Parish Council to display Catch It, Bin It, Kill It posters and social distancing 2m posters.	Before the premises can be re-opened.	The Parish Council to produce and display posters.

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	Car Park/paths/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People dropping tissues.	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</p> <p>Before leaving premises hirer to check area outside doors for rubbish which might be contaminated, eg tissues. Wear plastic gloves and remove.</p> <p>Grounds Team to check area during daily inspection of fields.</p>	<p>The Parish Council</p> <p>Hirers/The Parish Council's Grounds Team</p>	<p>Before the Pavilion is re-opened</p> <p>After Pavilion is closed after hire; and daily checks Monday to Friday by Grounds team</p>	Provide plastic disposable gloves.
	Entrance hall/lobby/corridors	<p>Arriving with symptoms/feeling unwell.</p> <p>Possible "pinch points" and busy areas where</p>	'Do not enter premises if you are feeling unwell' posters to be displayed	The Parish Council	Before the Pavilion is re-opened.	The Parish Council to produce and display Do not

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		<p>risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>on all entrances. Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Hand sanitiser to be provided</p>			<p>enter posters if feeling unwell</p> <p>Hand sanitiser needs to be checked regularly. Hand sanitiser signs to be put up. Check enough bins in entrance hall, meeting room. Empty regularly.</p>
	Main hall	<p>Door handles, light switches, window catches, furniture in frequent use.</p> <p>Social distancing is not observed.</p> <p>Windows and doors (except internal fire doors) to be opened as far as possible during use of premises to ensure ventilation of space is optimised throughout the hire.</p>	<p>Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned by hirers before use or by TIPC’s cleaning contractor. Social distancing guidance to be</p>	<p>Hirer and the Parish Council</p> <p>Hirer/ The Parish Council</p>	<p>Hirer - Before and after use.</p> <p>Before the event commences.</p>	<p>Windows to be securely locked after use.</p>

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			<p>observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>			
	<p>Upholstered seating</p>	<p>Viruses remain on fabric for 72 hours. Cannot readily be cleaned between use.</p>	<p>Cushioned chairs are reserved only for those who need them by reason of infirmity. Avoid anyone else touching them unless wearing plastic gloves. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves. Use disposable plastic chair covers so that the disposable chair covers can be thrown</p>	<p>Hirer/the Parish Council</p>		<p>Disposable gloves to be given to hirer/the Parish Council to remove plastic chair covers to be put in the bins provided for rubbish.</p> <p>The Parish Council to provide disposable plastic chair covers.</p>

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			away after each use or between hire.			
	Office	Social distancing more difficult. Door and window handles, light switches, furniture and office equipment.	Surfaces and equipment to be cleaned by hirers/the Parish Council before and after use.			
	Kitchen	Social distancing more difficult. Door and window handles, light switches, working surfaces, sinks, cupboard/drawer handles, Fridge/freezer, Crockery/cutlery, Kettle/urn and Cooker/Microwave.	No more than a maximum of 2 people in kitchen at any one time and to ensure social distancing is maintained. Hirers/the Parish Council to clean all areas likely to be used before and after use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels.	Hirer/the Parish Council		Check all cleaning materials are made available/topped up. The Parish Council to provide plastic gloves and hand sanitiser.
	Storage cupboards	Door handles, light switch	Public access unlikely to be required.	The Parish Council/Cleaning contractor to ensure door	Weekly	

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				handles and light switches are wiped down.		
	Indoor Toilets	Social distancing difficult. Surfaces in frequent use – door handles, light switches, basins, toilet handles, seats, mirrors, etc.	Hirer to control numbers accessing toilets, showers, changing rooms at one time. Hirer to clean all surfaces after use. Posters to be put up to encourage 20-second hand washing.	Hirer The Parish Council	Hirer – before and after use. Before the Pavilion is re-opened.	The Parish Council to put up 20-second hand washing posters.
	Changing Rooms	As above plus showers, benches, mirrors.	Hirer to establish frequency of cleaning. Signage to be provided.	Hirer The Parish Council	Hirer to provide the information to the Parish Council before use. Before the Pavilion is re-opened.	
	Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises.	Follow COVID-19 treatment plan. Move person to safe area; obtain contacts; inform the Parish Council.	Hirer to give the Parish Council a copy of their COVID-19 treatment plan; the Parish Council to dedicate a safe	Hirer to provide the Parish Council with a copy of the treatment plan along with their Risk Assessment.	The Parish Council to designate a safe area in premises.

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				area in the premises and arrange for premises to be cleaned.		
	<p>Employees Parish Councillors Users Hirers Cleaners Contractors Volunteers</p>	<p>Transmission to Group, other people, and premises.</p>	<p>Track and Trace: Official NHS QR Code Poster Visitors to scan QR code on arrival, using the NHS COVID-19 app to help trace and stop the spread of Coronavirus (COVID-19).</p>	<p>Hirers, Users and Visitors visiting the Parish Council's premises to scan code.</p>	<p>Actioned.</p>	<p>Displaying an official NHS QR Code Poster and collecting contact details for the NHS Test and Trace is a legal requirement. The Parish Council has displayed the QR Code Posters at the Jubilee Pavilion, the Iver Heath Pavilion, and the Parish Council's offices.</p>