

BISHTON COMMUNITY COUNCIL

CYNGOR CYMUNED TRESEFGOB

COVID 19 Risk Assessment for reopening BCC facilities.

This COVID-19 Risk Assessment (RA) has been carried out in consultation with employees in regards to their Health & Safety whilst working in a potentially infectious environment. Cleaners and caretakers have been consulted so that any points they raise can be taken on board before it is issued as a document to be observed as part of Special Conditions of Hire for BCC facilities.

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain the recommended social distancing in force at the time. Transient passing at a closer distance is thought to be less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a kitchen or a toilet area with limited circulation space between cubicles, basins and around doors, where people remain for longer. Where social distancing is not possible, 2m plus mitigation measures are acceptable. For areas which present a problem people may need to be asked to arrange a waiting system and/or put up appropriate signage.

Important Notes:

1. This COVID-19 Risk Assessment will need to be updated if any spike in the virus is recorded and in the light of any new government advice, as issued from time to time, that may affect our operation.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (*note - links to some key documents are provided in a reference section at the bottom of this RA)

This document is not intended to be a substitute for independent professional and/or legal advice, e.g. OVW, GAVO, NCC or HSE.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that could also be considered**

Area or People at Risk	Identified Risk	Action to be taken to mitigate Risk	Additional Notes	Action by:
<u>UCC-BVH Work activity</u> Staff, caretakers and contractors	<p>Surfaces infected by people carrying the virus.</p> <p>Rubbish containing infected items.</p> <p>Deep cleaning premises if someone falls ill with CV-19 who has used the premises.</p> <p>Maintenance work by contractors.</p>	<p>Stay at home and isolate if unwell before entering the building.</p> <p>Provide Staff/Caretakers with PPE (gloves, full length aprons, masks/visors, plastic 'overshoes').</p> <p>Contractors to provide their own PPE.</p>	<p>Staff & Caretakers may need guidance regarding cleaning.</p> <p>Cleaning staff to change into clean clothes before going home to prevent virus spread.</p>	<p>Action:</p> <p>Clerk, Caretakers & Contractors</p>
<u>A facility user tests positive of COVID 19</u> Staff, caretakers, customers & contractors	<p>Staff, caretakers, customers & contractors who:</p> <ul style="list-style-type: none"> are either vulnerable or over 70 are carrying out cleaning, caretaking or internal maintenance tasks <p>Hightened risk of exposure and virus spread if a person carrying the virus has entered the premises and been tested positive.</p>	<p>Any person who enters our facility who tests positive is to inform the user group leader & caretaker immediately.</p> <p>Close the facility for 7 days to allow deep cleaning to take place.</p> <p>Staff over 70 to isolate for 7 days.</p> <p>Leader of the user group concerned to inform all participants</p> <p>Regular reviews with staff to ensure arrangements are working.</p>	<p>User group leaders are to list names of all individual event participants.</p> <p>Staff & customers must be warned immediately if someone is tested positive for COVID 19.</p> <p>Identity of anyone infected must be kept confidential.</p> <p>It is important that people know they can raise concerns and they will be addressed.</p>	<p>Action:</p> <p>Any user testing positive; user group leaders; Caretakers; Clerk</p>

<u>Car parks, paths, exterior areas:</u> Staff, caretakers, customers & contractors	<p>Social distancing not observed as people congregate before entering the premises.</p> <p>People dropping tissues & other rubbish.</p>	<p>Mark out 2m waiting area outside entrances to encourage social distancing.</p> <p>Put up posters emphasizing need for social distancing.</p> <p>Cleaners to check outside areas and collect & double bag rubbish.</p> <p>PPE to be worn by staff at all times.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be to people who congregate.</p> <p>Ordinary litter collection arrangements can remain in place providing PPE is used and rubbish is double bagged.</p>	<p>Action:</p> <p>Cleaners; Caretakers; volunteer Councillors;</p>
<u>Entrance hall, lobby, corridors</u> Staff, caretakers, customers & contractors	<p>Possible 'pinch points' and busy areas where the risk is social distancing not being observed in a confined area.</p> <p>Door handles & light switches in frequent use.</p>	<p>Identify 'pinch points' and busy areas. Open both outer doors to ease access.</p> <p>Hand sanitiser points to be provided in entrance hall and other key areas.</p> <p>Door handles & light switches to be cleaned after each group activity.</p> <p>Marking out 2m spacing in entrance area.</p> <p>If possible create one way system.</p> <p>Provide signage for customer guidance.</p>	<p>Hand sanitiser should be checked & refilled daily.</p> <p>Provide bins - in entrance & around main hall.</p> <p>Empty daily.</p>	<p>Action:</p> <p>Cleaners; Caretakers; volunteer Councillors; Contractors (marking)</p>
<u>Main hall</u> Staff, caretakers, customers	<p>Crowding/too many people at single event.</p> <p>Stage carpet.</p> <p>Door handles, light switches,</p>	<p>Limit number of people attending each user event to ensure social distancing.</p> <p>Stage area to be closed off to</p>	<p>Each user group to control number of members attending.</p> <p>Stage area must be closed off.</p> <p>Provide hand sanitiser in key</p>	<p>Action:</p> <p>User group leaders; Cleaners;</p>

	<p>window latches.</p> <p>Tables & chairs and other equipment.</p> <p>Floor contaminated with droplets through speech, coughing, etc.</p> <p>Rubbish left behind by users.</p>	<p>customer use.</p> <p>Floors to be mopped after every hire.</p> <p>Door handles, light switches, window latches and tables & chairs to be cleaned after every hire.</p> <p>Other 'customer owned' equipment to be cleaned by the customer group before they pack away.</p> <p>Social distancing to be observed by hirers when arranging & carrying out their activities.</p> <p>Consider marking floor areas to aid social distancing.</p> <p>Put up signage encouraging social distancing & regular hand washing.</p>	<p>locations.</p> <p>Provide additional bin in main hall.</p> <p>Provide 'pressure spray container' to spray water / disinfectant mix under tables & chairs to reduce cleaning time.</p> <p>Spray outside pillars, doors, bins, electric/gas meter boxes, gates, etc.</p>	<p>Caretakers; volunteer Councillors; Contractors (marking)</p>
<p><u>Upholstered seating</u></p> <p>Staff, caretakers, customers</p>	<p>Virus may remain in fabric and cannot readily be cleaned for daily use.</p> <p>Damaged chair plastic covers exposing the internal foam cushion.</p> <p>Metal / wooden parts more likely to be touched and can be cleaned frequently.</p>	<p>Remove chairs with cushion type material upholstery.</p> <p>Remove any chairs where cushion covers are ripped.</p> <p>Clean table tops, metal framework, plastic chairs, etc. after each hire.</p>	<p>Remove items that are difficult to clean, e.g. chairs with fabric seats & chairs with ripped upholstery.</p> <p>Instruct hirers to leave chairs & tables used in situ so cleaners can easily identify what furniture has been used.</p>	<p>Action:</p> <p>Cleaners; Caretakers; volunteer Councillors; Contractors (marking)</p>

<u>Storerooms</u> Staff, caretakers, customers	<p>Crowding in confined areas.</p> <p>Doors & light switches.</p> <p>Equipment stored belonging to multiple user groups.</p>	<p>Surfaces of equipment to be cleaned by users after use & before returning to storeroom.</p> <p>Clear store rooms of lockable cupboards to create space.</p> <p>Cleaners responsible for floors, doors, light switches & large surfaces.</p>	<p>Find space in main hall for lockable cupboards. Clearly mark lockers of individual users.</p> <p>Create defined areas for user groups in store rooms.</p> <p>Cleaning materials to be made available for customer use.</p>	<p>Action:</p> <p>User group leaders; Cleaners; Caretakers; volunteer Councillors;</p>
<u>Toilets</u> Staff, caretakers, customers	<p>External & cubical doors, light switches, toilet seats & cistern, sinks & taps.</p> <p>Social distancing difficult in confined areas.</p>	<p>Limit number of people to single person user (+ child) at one time.</p> <p>Users to wipe toilet seat before & after use.</p> <p>Put up signage encouraging regular hand washing</p>	<p>Produce poster advising single occupancy use.</p> <p>Provide materials to clean toilet seat before/after use.</p> <p>Provide hand sanitiser in addition to soap.</p>	<p>Action:</p> <p>User group leaders; Cleaners; Caretakers; volunteer Councillors; Contractors (marking)</p>
<u>Kitchen</u> Staff, caretakers, customers	<p>Social distancing more difficult in smaller areas.</p> <p>High risk of spreading virus by multiple groups using same utensils.</p> <p>Doors, light switches, cupboards, fridge, kitchen equipment, crockery, utensils.</p>	<p>Close kitchen for customer use.</p> <p>Keep kitchen door locked and hatch closed to prevent access.</p> <p>Users to bring & use their own refreshment items (cups, etc) and take away when the group session ends.</p> <p>Put up signage on kitchen door & hatch placing 'Kitchen Out of Bounds'.</p>	<p>As the recommendation is to close the kitchen for customer use for the foreseeable future, this will:</p> <ul style="list-style-type: none"> ● drastically reduce our cleaner workload ● reduce the risk of transfer of the virus. 	<p>Action:</p> <p>Caretakers; volunteer Councillors;</p>

<u>Gym</u> Active Underwood, Gym members	<p>Too many members using gym at one time.</p> <p>Gym equipment.</p> <p>Doors, light switches, toilet & kitchen areas.</p>	<p>Restrict access of member numbers using the gym at one time.</p> <p>Equipment to be cleaned before & after each use.</p> <p>Toilet to be cleaned after each use.</p> <p>Any gym member showing symptoms or testing positive must report it AA/BCC.</p>	<p>BCC cleaners have no cleaning responsibilities in the gym area.</p> <p>Provide cleaning materials & hand sanitiser for AA use.</p> <p>Active Underwood to provide seperate RA & copy to BCC.</p>	<p>Action:</p> <p>Active Underwood</p>
<u>Underwood sports ground facilities</u> All users	<p>Contamination of all internal surfaces.</p> <p>No control over social distancing.</p>	<p>Closure of changing rooms and toilet facilities until further notice.</p> <p>When in use numbers using the facilities uncontrolled.</p> <p>Potential of transfer & spread of the virus is highly likely.</p>	<p>Although outside activity is desired, lack of control when the facilities are in use makes the risk of virus spread is too high.</p> <p>Agency only expected to clean facilities monthly not after each event.</p>	<p>Action:</p> <p>Caretaker; BCC; Underwood AFC; Speedway</p>
<u>Bishton playpark.</u> BCC staff, all users (children & adults).	<p>Contamination of all surfaces.</p> <p>Transfer & spread of the virus by touch.</p> <p>Difficult to control social distancing where children play.</p> <p>Unable to control numbers of users at one time.</p> <p>Food & other waste left on site.</p>	<p>Regular spraying of entrance gates, bins & play equipment.</p> <p>Put up signage encouraging social distancing, removal of rubbish & regular hand washing.</p> <p>Empty bins, double bag rubbish & remove from site.</p> <p>Keep grass short.</p>	<p>Outside activity is recommended but control of children, hand washing & removal of personal rubbish will fall to the adults using the site.</p> <p>Spray gate & equipment with water disinfectant mix weekly.</p> <p>Empty bins weekly.</p>	<p>Action:</p> <p>Volunteer Councillor; NCC</p>

			Grass cutting contract with NCC.	

References:

- HSE - cleaning your workplace to reduce the risk from coronavirus
<https://www.hse.gov.uk/coronavirus/cleaning/index.htm>
- Cleaning in a non-health care settings
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Welsh Government COVID 19 advice
<https://gov.wales/coronavirus>
- WG Guidance for indoor play areas
<https://gov.wales/indoor-play-areas-children-coronavirus-guidance>
- NCC COVID 19 advice
TBC