

This document has been prepared by Bishton CC based on advice from HSE and other relevant bodies, and to include input from user groups.

## Risk Assessment for - Underwood Surgery

This Assessment should be completed by BCC in conjunction with the group undertaking the specific activity at Underwood Community Centre or Bishton Village Hall. It is intended to identify specific risks beyond those listed in the overall Covid 19 Risk Assessment issued by Bishton Community Council and available on our website. The Group Leader should read that Assessment first, and then identify any additional risks arising from the activity of their group, along with any further action needed, and enter them on the form below.

This document should be signed off at the bottom to acknowledge agreement and sent to the Clerk of Bishton Community Council.

Activity: **Underwood Surgery**

Group Leader: **Doctor Church**

Date of assessment: *August 2020*

Assessment completed by: **Mike Hillman**

Date of next review: *October 2020*

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?	Done
Keeping facilities clean whilst operational during the COVID 19 pandemic.	1. Cleaners. 2. User groups. 3. Contractors.	1. Kitchen to be closed to all user groups until further notice. 2. In event of a user being tested positive close the facility for 7 days to allow	1. Surgery to bring their own equipment and remove from premises after event. 2. Users to bring their own refreshments and remove excess from premises when	1. BCC. 2. BCC cleaners. 3. User groups.	1. BCC prior to reopening. 2. Users during & after their event. 3. BCC cleaner	

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		<b>for deep clean.</b> 3. Only one group to use the facility per day to allow cleaning to take place. 4. If an evening event takes place, organise late start for group next day for cleaning to take place. 5. 'Material' surfaces that cannot be easily cleaned to be removed from use, i.e. stage area, cushion upholstery & chairs with ripped cushions.	event ends.		after each event.	
Transfer of virus between people using the facility.	<b>Surgery staff and patients</b>	1. Set up 'one way' system for patients - <i>in</i> by main entrance, <i>out</i> through Fire Exit. 2. Provide hand sanitiser in key locations. 3. Put up posters encouraging hygiene & social distancing.	<b>1. Surgery to provide PPE for all staff involved in the event.</b> <b>2. Patients to wear masks when attending appointments.</b> 2. User group leaders to encourage adherence to COVID 19 precautions.	1. BCC. 2. All user group participants.	1. Prior to reopening. 2. During each event.	

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A facility user tests positive for COVID 19.	<b>Staff, Caretakers, Customers &amp; Contractors</b>	1. The <b>user group leader</b> is to keep a list of all persons attending every event. 2. Any person who enters the premises who tests positive for COVID 19 is to inform the group leader & caretaker immediately. 3. The Group leader is to inform all attendees & recommend they isolate in line with WG guidelines.	1. BCC will close the facility for 7 days to allow deep cleaning to take place. 2. Group involved will not use the facility again for 7 days. 3. BCC Clerk to inform all user groups of situation.	1. User group leader. 2. Facility caretaker. 3. All users.	Immediately on notification of an infection.	
Social distancing not observed as people congregate prior to entering the premises	<b>Surgery Staff &amp; patients.</b>	1. BCC mark out 2m social distancing areas outside entrance. 2. BCC to put up posters to encourage social distancing.	1. <b>Surgery</b> arrange appointment times to prevent too many people gathering.	1. BCC. 2. Group leaders.	1. Prior to Surgery opening.	
Social distancing not being observed when using the facility.	<b>Surgery Staff &amp; patients.</b>	1. Risk assessment sent to group leader for action. 2. Identify 'pinch points' and mark accordingly. 3. Put up posters encouraging social	1. <b>BCC</b> to inform group leader of max. numbers allowed. 2. <b>Group leader</b> to restrict number of attendees during event by arranging specific	1. BCC clerk, caretaker. 2. User group leader.	1. Prior to meeting. 2. During event.	

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		distancing. 4. Number of attendees will be restricted to allow social distancing.	appointments.			
Potential transfer of virus in store rooms - one user group touching other user's equipment.	<b>Surgery Staff, patients &amp; cleaners.</b>	1. <b>Keep store rooms locked</b> as they will not be need during surgery event.	1. Surgery staff to provide their own equipment which is to be removed from the premises after the event has ended.	1. BCC. 2. Surgery staff.	3. BCC prior to event. 2. Users during event.	
Multiple users in toilets & queuing outside in corridor.	<b>Surgery Staff &amp; patients.</b>	1. Toilets not for general use during surgery event and only to be used when essential. 2. Put up posters advising single person occupancy. 3. Provide guidance regarding cleaning toilet seat before use. 4. Mark out social distancing to avoid 'pinch point' in corridor.	1. <b>Group leader</b> to advise all patients to adhere to COVID 19 precautions.	1. BCC. 2. All users	1. BCC before reopening. 2. Users during each event.	

More information on managing risk:

- Guidance for Safe Use of Community Facilities:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Name: .....

Surgery event leader

Dated: .....