**MISTERTON PARISH COUNCIL – PAVILION CORONAVIRUS RISK ASSESSMENT July 2020**

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| **Spread of Covid-19 Coronavirus**  (Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.) | * Staff * Visitors to the premises * Regular user groups * Cleaners * Contractors * Vulnerable groups –workers with existing underlying health conditions | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>   * Gel sanitisers in any area where washing facilities not readily available   **Cleaning**  Cleaning of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches etc, with appropriate cleaning products.  **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Taking steps to review work schedules including start & finish times, working from home etc. to reduce number of workers on site at any one time.  Redesigning processes to ensure social distancing in place.  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  **PPE**  Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours  **Use of Kitchen**  To serve food /refreshments  **Use of Showers**  Showering after sporting activities  **Use of Changing Rooms**  Changing in readiness for sporting facilities    **Use of Toilets**  **Social Activities**  Within premises during or after sporting activities  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises the Clerk will contact the Public Health Authority in accordance with any guidance to identify people who have been in contact with them and will take advice on any additional actions or precautions that should be taken.  **Drivers**  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.  **Deliveries/Contractors**  Number of contractors and access to the building to be limited where possible  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> | Users reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels or hand dryers.  Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.   * Hand washing signs in washrooms * Antibacterial soap provided   To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -   * Posters, leaflets and other materials are available for display.   <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Cleaning products available to users/groups to use whilst using the facility e.g. antibacterial wipes etc  72hrs between different users/groups where possible  Staff to be reminded of the importance of social distancing both in the workplace and outside of it.  All users/clubs asked to undertake a risk assessment for their members and to limit user numbers to ensure social distancing can be adhered to including outside at the entrance  Users advised to keep windows/doors open where possible to maximise ventilation  Limit members of staff on the premises (groundsman) to outside users’ hours where possible.  Signage to illustrate 2m rule.  (Only 1 entrance /exit so one-way system not possible)  Only applicable to groundsman.  PPE/gloves & sanitiser provided.  To be reminded that wearing of gloves is not a substitute for good hand washing.  Not a health care setting so specific additional PPE not required for staff although supply of gloves/sanitiser sourced. Social distancing and hand hygiene implemented.  Users encouraged to use cloth masks in public buildings where possible to reduce the transmission of the virus  Closed (other than for absolute essential use as required. 2 people maximum in kitchen area). No food or drink preparation.  Closed. Too high risk to mitigate  Users advised to change prior to attending the facility and not to use the changing rooms if possible  If essential, Max 2 persons at a time in the changing room –any equipment not to be shared.  Users encouraged not to use unless necessary.  1 person queuing in facility at any one time for toilets. Only available to users not public during any sporting activities.  Closed – Limited sporting activities outside only  Staff advised to stay at home if symptomatic and advise the Clerk immediately.  Users advised to report to the Clerk if any of their members have symptoms/test positive for the virus and have recently used the premises in order that this can be reported via the NHS test and trace system  Additional cleaning to be arranged where positive cases reported from staff/users  Staff and users advised not to car share if possible  Deliveries to be contactless where possible and delivered to TMC.    Any contractors working on site to attend outside users/club hours and to be limited to one contractor on site at any one time where possible  Internal communication channels and cascading of messages through Clerk will be carried out regularly to reassure and support employees in a fast-changing situation.  Clerk will offer support to staff who are affected by Coronavirus or has a family member affected if required.  Regular communication of mental health information and open-door policy for those who need additional support. | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk    Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk | 6th August  6th August  6th August  Ongoing  30th June  6th August  6th August  31st July  6th August  30th June  30th June  6th August  6th August  6th August  6th August  6th August  6th August  30th June  6th August  Ongoing  6th August  ongoing  ongoing  ongoing | Yes  Yes  Yes  N/A  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  N/A  Yes  N/A  N/A  N/A |

Dated 31st July 2020 Undertaken by A Harrison Clerk to the Council

Review: Monthly (or as required as government advice changes)