

Briardale House Room Rental Risk Assessment (related to COVID precautions)

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Revised:

Restrictions: Briardale House insist that all those entering this centre, do so with confidence that they are not suffering from any Covid-19 related symptoms. Should any of the known symptoms be present, admittance would be refused.

https://www.google.com/search?rlz=1CAWPBA_enGB841&sxsrf=ALeKk01FADcLXp8udCvzbvWvypquz2ldXw%3A1594198296002&ei=F4kFX7DXPK6e1fAP76mqyAE&q=covid+symptoms&oq=covid+symptoms&gs_lcp=CqZwc3ktYWIQAxgAMggIABCxAxCDATI HCAAQFBCHAjICCAAyBQgAELEDMggIABCxAxCDATIICAAQsQMqgEYBQgAELEDMgUIABCxAzICCAAyBQgAELEDOgQIIXAnOgoIABCxAxAUEIcCOgclABCxAxBDOgQIABBDog0IABCxAxCDARAUEIcCUJ8JWNcvYLREaABwAHgAgAF7iAHMDplBBDIzLjGYAQCgAQGgAQdnd3Mtd2I6&sclient=psy-ab

Hazard	Who is at risk?	Controls Required	Additional Controls	Actioned by?	When?	Done
Spread of Covid-19	<ul style="list-style-type: none"> ● Staff ● Visitors ● Volunteers ● Delivery persons ● Vulnerable people (ie. children) 	Temperature checks	<p>Non-contact digital temperature checks (forehead)</p> <p>Guidance suggests all temperatures above 37.8 or higher is regarded as too high.</p> <p>Individuals asked to leave the building immediately and advise testing should be carried out.</p> <p>https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-</p>	Office staff	Upon each entry into the building	Daily

			advice			
		Hand sanitising	<p>Hand sanitisers located in foyer, outside of toilets, in office and in kitchen.</p> <p>All visitors to sanitise upon each entry into the building and regularly throughout the day.</p> <p>Additional hand sanitiser (for use within each room by each group) must be supplied by the meeting/group organisers. This can be supplied by BH at an additional cost (to be discussed at time of booking).</p>	<p>Staff to ensure these are sufficiently stocked on a daily basis and filled as necessary (at least weekly).</p> <p>To be used by all who enter.</p>	<p>Upon entry at each time (including outside breaks/ smoking)</p> <p>After using welfare facilities.</p> <p>Before eating.</p>	Daily
		One-way system	<p>Upon entering from the foyer, visitors are asked to follow the one way system arrows at all times whilst in the centre.</p> <p>This loop system will help reduce contact and support social distancing.</p>	<p>Staff to ensure that arrows are in place with a daily visual check.</p> <p>All visitors</p>	Daily	Ongoing

				to follow one way system at all times.		
		Restricted use toilets	<p>One in one out system with cubicles closed to reduce flow.</p> <p>Hall users to use main toilets off atrium.</p> <p>Staff to use disabled access toilet only.</p> <p>Nursery to use disabled access toilet only.</p> <p>Green room users to use disabled access toilet only.</p> <p>Training room users to use main toilets off atrium only.</p> <p>Meeting/group lead to ensure only one visitor leave the room at any one time to reduce flow.</p> <p>Automatic lights will signify if facilities are in use and visitors are asked to wait outside of the toilets until they are available.</p>	<p>All visitors made aware on entry into building.</p> <p>Staff to conduct thorough daily cleaning/ sanitising of all toilet areas every day.</p>	Daily	Ongoing

		Hand washing	<p>Water and soap available in all toilets and kitchen area.</p> <p>Disposable roll available for hand drying.</p> <p>Guidance posters secured in all toilets to advise of safe hand washing procedures.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	Staff to ensure soap and blue roll available in all toilets as part of daily cleaning/sanitising schedule	Daily	Daily
		Social distancing	<p>Meetings to be conducted only whilst adhering to latest Government guidance and all tables to be spaced out accordingly.</p> <p>Meeting/group lead to be responsible for behaviour of all attendees and ensure all adhere to centre regulations.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/</p>	Staff to prepare room layout, to be agreed with group organiser	Ongoing	Arranged on a daily/weekly basis as necess. for each booking
		Face coverings	Where it is not possible for individuals to stay a minimum of two metres apart, face coverings	Centre manager to ensure	As needed	Ongoing

			<p>must be worn.</p> <p>These are supplied for BH staff only and it is the responsibility of each group lead to ensure their attendees have any equipment deemed necessary.</p> <p>https://www.hse.gov.uk/coronavirus/ppe-face-masks/face-coverings-and-face-masks.htm#:~:text=They%20are%20not%20an%20effective,are%20not%20classed%20as%20PPE</p>	that all staff have access to face coverings as necessary		
		Contact tracing	<p>It is the responsibility of each group lead to maintain accurate records of all meeting/group attendees.</p> <p>Should a case be reported to BH, office staff will make contact with this lead and it is the responsibility of the group lead to disseminate this information as they see fit, making contact with all it may affect.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-</p>	Office staff to contact group leads and staff.	As necessary	On going

			youve-been-in-contact-with-a-person-who-has-coronavirus/			
		Cleaning/ sanitising	All work surfaces, door handles/ touch plates, switches (lights & shutters) to be cleaned with antibacterial spray on a daily basis. Bins emptied daily. Floors swept daily and mopped weekly or as necessary	Cleaning schedule to be confirmed with staff to ensure that all areas are thoroughly cleaned on a daily basis	Daily (during and at end of each day)	Daily

Other

Hazard	Who is at risk?	Controls Required	Additional Controls	Actioned by?	When?	Done
Fire	All centre users including staff	Fire exits Alarm system Extinguishers	Fire exits to be kept clear at all times Monthly checks recorded Visual checks in addition to monthly audit and annual servicing	Daily visual checks made by office staff and monthly audit	Daily Weekly Monthly	Ongoing

		<p>Emergency lighting</p> <p>Muster point</p> <p>Fire marshall</p>	<p>Daily checks in addition to monthly audit</p> <p>Located outside of perimeter fencing (at bus shelter on Briardale Road)</p> <p>Experienced/trained member of staff on daily roat to be able to respond to fire alarm as necessary</p>	<p>conducted by centre caretaker</p>		
<p>Slips, trips & falls</p>	<p>All centre users including staff</p>	<p>Wet floor/ hazard warning signs</p>	<p>Staff aware of location of floor signage</p> <p>General waste and recycling bins provided in each room and around the centre to prevent the build up of waste. Group leads are asked to ensure these are used throughout each session</p> <p>All centre users asked to take responsibility for spillages etc and issues or damage to be reported to office staff immediately/ where necessary</p>	<p>All</p>	<p>Daily</p> <p>Weekly</p> <p>Monthly</p>	<p>Ongoing</p>