

## ELMBRIDGE COMMUNITY LINK Risk Assessment 2020

What are the hazards	What might be harmed	Controls Required	Additional Controls	Action by who	Action Completed date
<p style="color: red;">Spread of Covid19</p>	<p>Staff, Volunteers, Service Users &amp; any visitors</p>	<ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place</li> <li>• Stringent hand washing taking place</li> <li>• Drying of hands with disposable paper towels</li>   <li>• Staff to wear masks/shields</li> <li>• On entering Burview Hall all should use the provided hand sanitiser</li> <li>• Staff to position the shielding screen table in the Foyer near the Games Room door.</li> <li>• Enter main hall using the doors near the Ladies toilet (these doors are now entrance only)</li> <li>• Tables to be used in line with current distancing guidelines (unless users are from the same household),</li> </ul>	<p>Staff, Vols. Service Users to be reminded on a regular basis of social distancing guidelines and the need to wash their hands for 20 seconds with hot water and soap and the importance of proper drying with disposable towels. Only one person is allowed in the toilet at one time.</p> <p>Service Users reminded to catch coughs, sneezes in tissues and to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues will be made available throughout Burview Hall</p> <p>Coats to be kept with users in the Hall No tables should be positioned near high footfall areas, e.g. entrance / exits &amp; the Kitchen Hatchway. Current distancing guidelines are 2 metres apart</p>		

		<ul style="list-style-type: none"> <li>• Exit the main hall using the doors near the kitchen (these doors are now exit only)</li> <li>• Only one staff or volunteer allowed in the kitchen at any one time.</li> <li>• No service users allowed in the kitchen.</li> <li>• Anyone entering the kitchen should check &amp; give time to allow anyone already in the kitchen to move to a far corner.</li> <li>• Only paper cups/spoons to be used</li> <li>• Sprays and wipes will be available for use</li> <li>• Toilets to be cleaned, wiped and dried after each use</li> <li>• Garden area: plastic tables and chairs to be wiped down before and after use</li> </ul>	<p>Frequently touched parts of the hall, including the stage-hand rails should be cleaned during session</p> <p>Service users should be reminded of keeping social distancing even in outside areas</p>		
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## Appendix A – Brief cleaning guide to all Hall Hirers / Users.

Elmbridge Mencap will be having the premises professionally cleaned every morning.

Hirers are expected to consider cleaning in their own risk assessment for their use of Burview Hall during the Covid-19 situation.

Elmbridge Mencap will be providing an Antiviral Multipurpose Disinfectant Surface Cleaner Spray and cleaning cloths to use for wiping all hard surfaces. The instructions on the spray bottles give a time (currently 5 minutes) for the spray to stay on the surface before being wiped dry. This will work well for horizontal surfaces such as tables & kitchen worktops.

For items like door handles or other vertical surfaces, such as the blue metal cupboards, we recommend you spray the cloths then wipe.

### **Toilets:**

Toilets are an area where you should carry out regular inspections & cleaning, again using provided spray. Elmbridge Mencap recommend you use one cloth for wiping toilet seats & lids and a second dry unused cloth for final drying.

### **Main Hall & Foyer:**

You should remember to clean hard surfaces like the stage railings.

Also, the Kitchen Hatchway will need attention especially if drinks have been served.

### **Cleaning Sprays & Cleaning Cloths:**

All supplied antiviral disinfectant spray cleaner & cleaning cloths are kept in the kitchen full height cupboard. After your session has ended, return any spray containers you have used to the kitchen cupboard & put any used cloths in the provided bin.

The used cloths will be washed before being re-issued.

### **Clinical Waste:**

As before the Covid-19 situation, once used the Yellow sacks should be removed to the outside yellow bin & a new Yellow sack fitted to the internal bin.

**Remember regular cleaning is essential in stopping the spread of Covid-19**