

ASCC COVID-19 RISK ASSESSMENT

Issue Date 21st July 202

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers – identify what work activity might cause transmission of the virus and the likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning clothes. Deep cleaning premises if someone falls ill with covid-19. Occasional maintenance workers	Stay at home guidance if unwell at entrance and in main hall. Staff/volunteers provided with PPE. Contractors to provide their own. Staff/volunteers advised to clean outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required	Staff/volunteers may need guidance as to the cleaning, cloths should be used on light switches and electrical appliances rather than spray.
Staff, contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could become exposed	Staff/volunteers who are either vulnerable or over 70. Staff or volunteers carrying out cleaning could be exposed if a person carrying the virus has entered or falls ill.	Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with those over 70 to identify whether provision of PPE and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease work for the time being	Staff and volunteers will need to be warned immediately if someone is tested positive for covid-19 who has been on the premises. Details of a persons medical condition must be kept confidential unless the employee/volunteer agrees it can be shared.
	Mental stress from handling the new situation	Talk with staff, trustees and volunteers regularly to see if arrangements are working,	It is important people know they can raise concerns
Car parks/paths/exterior areas	Social distancing is not observed as people congregate before entering the premises. Parking area is too congested to allow social distancing, people drop tissues	Use signage to remind people of 2m social distancing. Cleaner asked to check area outside doors for rubbish which may be contaminated. Wear plastic gloves and remove.	Transitory lapses in social distancing outside is less risky. Provide plastic gloves for cleaner

Entrance hall/corridor	Possible pinch points and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify pinch points and busy areas. Consider marking out 2m spacing in entrance area. Provide signage. Door handles and light switches to be cleaned regularly. Doors to be left open for the duration of the session. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked regularly. Provide more bins in entrance and hall. Empty regularly.
Main hall	Door handles, light switches, window catches, tables, chairs etc Social distancing to be observed	Door handles, light switches, window catches, tables, chairs to be cleaned by hirers. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Outside door, main doors to the hall and windows to be left open when feasible and left open for the duration of the session.	Chairs may be used by older people. Avoid anyone else touching them unless wearing plastic gloves.
Meeting room and office	Social distancing more difficult in smaller areas. Doors, window handles, light switches, table, chairs, copier, laminator	Recommend hirers use hall and avoid using meeting room. Surfaces to be cleaned by hirers before use or by cleaner. Wipe shared copier etc.	Consider leaving closed or only hiring when main hall is not in use.
kitchen	Social distancing more difficult. Door, light switches, surfaces, sinks, crockery, cupboards, kettles etc	Kitchen to remain out of bounds, Encourage hirers to bring their own drinks.	Consider closing kitchen or restricting access.
Store room	Social distancing difficult. Surfaces in frequent use – door	Hirer to control access to enable social distancing. Hirer to clean any	

	handles, light switches etc	chairs/tables before use.	
Toilets	Social distancing difficult. Surfaces in frequent use – door handles, basins toilet handles, seats, mirrors	Only use disabled toilet, so that access is restricted to one person at a time. Hirer to clean all surfaces before public arrives unless staff have precleaned. Hand sanitiser provided before entry to toilet. Signs to remind cleaning hands.	Ensure soap, paper towels and toilet paper are regularly replenished.