

Winslow Big Society Group Corona Virus Risk Assessment for use of Winslow Town Council premises, September 2020.

Risk	Mitigation
Transmission of the virus: unsafe environment	<p>All wipeable surfaces cleaned with anti bacterial wipes before and after use of room.</p> <p>All volunteers to have washed hands with soap and water before arrival and to resanitise on arrival and departure, and when necessary during the event.</p> <p>All furniture not needed to be used, to be pushed to the sides.</p> <p>Toilets to be cleaned before session starts, and after use, One person at a time in the toilet.</p> <p>Hand sanitiser available in the room and toilet.</p> <p>Kitchen not to be used . Council staff will put kettle etc in main room for us. WBSG will provide paper cups.</p> <p>Volunteers and clients to wear masks or visors if they wish.</p> <p>Disposable gloves also to be available for when needed.</p>
Close contact with others	<p>Clients to be advised not to come if they have any of the Covid symptoms.</p> <p>Clients to enter room one at a time.</p> <p>2 m distancing where possible, and masks to be worn if closer than 1 m.</p> <p>No passing in passages, or when going to toilets.</p>
Transmission during activities	<p><u>Cards and Games:</u></p> <p>Tiles and counters to be washed before and after use in detergent.</p> <p>Disposable gloves to be worn during play.</p> <p>3 Tables only to be used, with players at least 1 metre apart.</p> <p>Refreshments as above.</p> <p><u>Memories and Parkinson's groups:</u></p> <p>Tables to be pushed to the sides.</p> <p>Chairs to be put at least 1 metre apart.</p> <p>No other equipment needed.</p> <p>Refreshments as above.</p>
Virus risk to volunteers	Written risk assessment circulated.

	<p>Clients and volunteers to adhere to guidelines.</p> <p>Volunteers to return only when they feel ready.</p> <p>Volunteer to ask for anything else required to reduce anxiety for them, eg visors.</p> <p>Volunteer to arrive having washed hands with soap and water.</p> <p>Volunteer's temperature to be taken on arrival.</p> <p>Volunteers to report any symptoms of Covid to organiser of event.</p> <p>Register to be taken of clients and volunteers with phone details. To be kept in accordance with GDPR .</p>
<p>Virus risk to clients</p>	<p>Clients to receive information from organiser of Covid symptoms and therefore not to come if they have any of these.</p> <p>Clients and volunteers to adhere to guidelines.</p> <p>Client's temperature to be taken on arrival.</p> <p>Clients to notify organiser if they present with a Covid like symptom after leaving the event.</p> <p>Volunteers briefed to stay at 1 metre plus from clients during the activity.</p> <p>Register to be taken of clients and volunteers with phone details. To be kept in accordance with GDPR .</p>
<p>Ineffective organisational communication between WBSG committee and hirers</p>	<p>Committee to agree risk assessment, in accordance with national guidelines.</p> <p>Notes to be minuted at the relevant Committee meeting.</p> <p>Ongoing Committee communication to ensure safety of clients and volunteers.</p> <p>Meeting held with Winslow Town Council prior to use of Council Chamber.</p> <p>Regular review and feedback between WTC and WBSG.</p> <p>Regular reviews after each session to start with.</p> <p>Volunteers to receive regular updates and guidelines.</p>