



## Sawston Parish Council Covid-19 Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk by Hirers and Council	Notes- Sawston Parish Council
Car Park/paths/patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop contaminated rubbish.</p>	<p><b>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b></p> <p><b>Cleaners asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b></p> <p><b>Wear plastic gloves and remove.</b></p> <p><b>Hirers to use the bins provided</b></p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Bins emptied regularly.</p>
Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p><b>Identify “pinch points” and busy areas. Mark out 2 metre spacing in entrance area.</b></p> <p><b>Face covering/masks to be worn at all times when in the building.</b></p> <p><b>No waiting in the corridor for classes to begin or end.</b></p> <p><b>Door handles and light switches to be cleaned regularly.</b></p>	<p>Hand sanitiser needs to be checked regularly.</p> <p>Empty bins daily by those using the pavilion.</p> <p>Cleaning materials stock to be checked regularly and restocked promptly.</p>



## Sawston Parish Council Covid-19 Risk Assessment

		<p><b>Hand sanitiser to be provided by entrance doors.</b></p>	
Main Hall(s)	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.</p> <p>Social distancing not being observed</p>	<p><b>Door handles, light switches, window catches, tables, chairs, and other equipment used by hirers to be cleaned before &amp; after use.</b></p> <p><b>Social distancing guidance to be observed by hirers in arranging their activities.</b></p> <p><b>Hirers to be encouraged to wash and sanitise hands regularly.</b></p> <p><b>Hirers to ensure those who attend bookings are kept 2m apart.</b></p>	<p>Provide hand soap and sanitiser.</p> <p>Posters in toilets to remind public of NHS hand washing technique.</p> <p>Posters to remind public to keep 2m distance.</p>
Small meeting rooms, offices and pavilions	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles Light switches</p>	<p><b>Recommend hirers hire larger meeting spaces where possible and avoid use of small rooms, other than as offices.</b></p> <p><b>Layouts may need to be rearranged to reduce face to face seating.</b></p>	<p>Office room not for hire due to size.</p> <p>Cleaning equipment provided.</p>



## Sawston Parish Council Covid-19 Risk Assessment

	Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	<b>Less people may be able to attend bookings due to size of rooms.</b>  <b>Surfaces and equipment to be cleaned by hirers before and after use and by the parish council contracted cleaners on Mondays and Fridays.</b>	
Kitchen(s)	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	<b>Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70.</b>  <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b>  <b>Hirers to bring own tea towels. Hand sanitiser, soap, and paper towels to be provided.</b>  <b>Consider encouraging hirers to bring their own Food and Drink for the time being.</b>	Cleaning materials to be made available.  Consider closing kitchen if not required or restricting access.  Signage to remind of social distancing and cleaning the kitchen.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use.	<b>Hirer to clean equipment required before and after use.</b>	



## Sawston Parish Council Covid-19 Risk Assessment

	Equipment needing to be moved not normally in use	<b>Hirer to control accessing and stowing equipment to encourage social distancing.</b>	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users and clean toilets before and after use.</b>  <b>Posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer to contact office staff/caretaker re-stocking if needed.
Cash	Handling cash	<b>Hirers encourage online systems and cashless payments as far as possible.</b>	
Changing Rooms	All changing rooms are closed until further notice	All changing rooms are closed until further notice	