

COVID-19 Risk Assessment for The Ark

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new Government advice.
2. This document should be read in conjunction with relevant legislation and guidance issued by Government and Local Authorities. ([Link to key guidance](#)).
3. Regarding staff matters, this Risk Assessment should be read in conjunction with the Covid-19 Risk Assessment for Turners Hill Parish Council.
4. All bookings will be checked to ensure they are compliant with current legislation and guidance. The Clerk will make the final decision on whether or not a booking can take place.
5. As of 19th July 2021, we are no longer required to collect data for Track and Trace purposes.
6. Users of The Ark are required to wear face coverings while using the common areas (such as corridors and toilets) unless covered under a 'reasonable excuse'.

No.	Area/People at Risk	Risk	Possible Mitigations	Agreed Mitigations/Actions
1	Staff, contractors, volunteers, councillors, members of the public and hirers (including clinicians)	Risk of transmission of virus through: <ul style="list-style-type: none"> • Cleaning surfaces infected by people carrying the virus. • Disposing of rubbish containing tissues, cleaning cloths and face masks. • Deep cleaning premises if someone falls ill with CV-19 on the premises. • Contact with an infected person. Staff/volunteers who are either extremely vulnerable or over 70.	Staff provided with disposable gloves, hand sanitiser and face masks (stewards) and instructions on how they should be used. People to stay at home in line with Government guidance on self-isolation. Stewards advised to wash clothes after cleaning activities. Users of community facilities are required to wear face coverings unless covered under a 'reasonable excuse'. These may be removed to consume food or to take part in physical activity.	Clerk and RFO already aware, Stewards to be sent guidance. All staff and hirers to be made aware, and posters to be put up at entrances. Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Procedure and deep clean protocol to be shared with all staff and hirers.

		Mental stress from handling the new situation.	<p>Staff or councillors who are vulnerable/have vulnerable family members are encouraged to follow Government guidance.</p> <p>Stewards to follow agreed deep clean protocol in the event of someone becoming ill with Covid-19 symptoms while in The Ark.</p> <p>Anyone who develops Covid-19 symptoms while at The Ark will be instructed to leave immediately.</p>	<p>Staff will be advised to wear face coverings when moving around the building or coming into contact with other people (including users, other staff, contractors, etc). Clinicians should ensure their clients wear masks in the common areas of The Ark. All users will be required to wear face coverings.</p> <p>Staff have been made aware that they can raise concerns. Clerk does wellbeing checks on all staff regularly.</p> <p>Actions to be reviewed regularly with staff to see if arrangements are working.</p>
2	Car Park/paths/patio/exterior areas	People drop tissues.	Stewards asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.	<p>Hirers to be made aware of their responsibility to organise entrance to the building in a safe manner.</p> <p>Stewards will be asked and will wear gloves while carrying out this task.</p>
3	Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area.</p> <p>Door handles, light switches and other touch points in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hands to be washed on entry to building, or personal hand sanitiser used. Users of The Ark are required to provide their own hand sanitiser.</p>	<p>Key holders to let themselves into The Ark, and let their users in/out via the most direct entry to the room they have hired. Only key holders to use the main entrance.</p> <p>People waiting in the entrance hall will be asked to wear face coverings.</p> <p>Stewards to clean touch points between each use.</p> <p>Hand soap availability to be checked daily.</p> <p>Face coverings to be worn when moving around the building and waiting in the</p>

				entrance hall.
4	Dove Suite, Dunlop Hall, Deck Room and Clinics	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings and blinds which cannot be readily cleaned between use.</p> <p>Commemorative photos, displays.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by Stewards after use.</p> <p>Disinfectant and cleaning cloth to be left in each room.</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Good ventilation to minimise risk of transmission of virus.</p>	<p>Stewards to be informed of their new responsibility.</p> <p>Not possible to leave disinfectant in rooms that are accessible to the public for health and safety reasons.</p> <p>Hirers to provide their own hand sanitiser for their users, which must be applied on entering the building. OR All users to be instructed to wash hands on entry to the building at the closest possible sink.</p> <p>Not possible to remove blinds, but hirers will be asked not to use these. If they must be adjusted, hands must be cleaned before and after.</p> <p>External doors to remain open whenever possible while room is in use.</p> <p>Clinicians to undertake their own thorough cleaning.</p> <p>Users of The Ark are required to wear face coverings while using the common areas (such as hallways and toilets) unless covered under a 'reasonable excuse'.</p>
5	Kitchens	<p>More touch points including door and window handles, light switches, work surfaces, sinks, cupboard/drawer handles, fridge/freezer, crockery/cutlery, kettle/hot water boiler.</p>	<p>Stewards to clean all areas likely to be used after use, wash, dry and stow crockery and cutlery after use.</p>	<p>Hirers to be responsible for washing, drying and replacing all crockery/cutlery, and ensuring the kitchen is left in a clean and tidy state at the end of the booking.</p> <p>Stewards will be instructed to thoroughly clean any kitchen that has been used.</p>

6	Changing Rooms	<p>Social distancing more difficult</p> <p>Touch points including door and window handles, light switches, surfaces and showers.</p>	<p>All venues should encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower. Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs.</p>	<p>Stewards will be instructed to thoroughly clean any changing room that has been used.</p>
7	Toilets	<p>Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Stewards to clean all surfaces etc before public arrive.</p> <p>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</p>	<p>Hirers to manage access to the toilets and ensure queues do not build up into the hallways.</p> <p>Touch points to be cleaned after each hire session has ended.</p> <p>Ensure soap, paper towels, and toilet paper are regularly replenished. Stewards to check stocks frequently.</p> <p>Access to outside toilets will be permitted if the outdoor facilities are hired. Access to toilets to be agreed with the Clerk in advance of each hire.</p> <p>Face coverings to be worn when using the toilets.</p>
8	Museum and Book Swap	<p>Items cannot be cleaned regularly and safely.</p> <p>More 'ad-hoc' visitors would be encouraged to visit The Ark, increasing risk of transmission.</p>	<p>Museum cabinet to be cleaned regularly.</p>	<p>Visitors to The Ark may use the book swap and view the museum items.</p> <p>Museum cabinet to be cleaned regularly.</p>
9	Council office	<p>Social distancing more difficult in smaller areas.</p>	<p>Surfaces and equipment to be cleaned by Staff before use or by Steward.</p>	<p>Access to members of the public and Councillors will be allowed at pre-arranged times.</p>

		<p>Touch points such as door and window handles, light switches, tables, chair backs and arms, copier, laminator, shredder.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Wipe shared equipment such as copier, hole punch, files etc.</p>	<p>Visitors to the office will be required to wear face coverings. Staff will wear face coverings when visitors are there.</p> <p>Telephones and computer equipment will not be shared.</p> <p>All touch points and surfaces to be disinfected by Clerk/RFO at the end of their shift.</p>
12	Contact while using facilities	<p>Transmission from lack of social distancing</p>	<p>Social distancing guidelines issued by Government must be observed.</p>	<p>Hirers will be expected to produce their own risk assessment in line with Government guidance and their activity's governing body.</p> <p>Hirers should consider suspending or modifying activities that cannot be undertaken safely.</p>
13	Store Cupboards	<p>Social distancing not possible. Touch points: door handles, light switch, equipment. Risk on shift change and access for Clerk and RFO.</p>	<p>Public access unlikely to be required. Stewards to clean touch points daily</p>	<p>Stewards to be made aware of new cleaning requirement, and to be made aware of the risk when switching shifts.</p>
14	Boiler/Meter Rooms	<p>Door handle, light switch Social distancing not possible</p>	<p>Public access unlikely. Cleaner to decide frequency of cleaning.</p>	<p>Stewards to clean all touch points daily. Contractors to be made aware of procedures.</p>