

BMCCCCIC COVID-19 risk assessment

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Residents • Visitors to the centre • Cleaners • Contractors • Vulnerable groups – Elderly, those with existing underlying health conditions • Anyone else who physically comes in contact with us in relation to our business 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Hand washing guidance is put up all around the building. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available such as lobby, main hall, corridor leading to offices and music room 	<p>Occupants of the building to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice using:</p> <p>Posters and signage around the building.</p> <p>Checks will be carried out to ensure that the necessary procedures are being followed.</p>	<p>Caretaker / Manager</p> <p>Caretaker / Manager</p> <p>Manager</p> <p>Caretaker / Manager</p>	<p>Ongoing</p> <p>Purchased already. (once painting is completed dispensers will be put up). George Benson to</p>	<p>Partly. Need to order hand towels</p> <p>No</p> <p>No</p> <p>No</p>

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		<p><u>Cleaning</u></p> <p>The cleaners will be frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u></p> <p>Reducing the overall number of persons in each room / community centre at any one time by complying with the 2-metre (6.5 foot) gap initially recommended by the Public Health Agency for extra precautions.</p> <p>No more than 30 people (for social events or exercise classes) in the main hall.</p> <p>No more than 12 people (for workshops / meetings / exercise classes) in the training room.</p>	<p>Cleaning will be increased to three days a week instead of just the one day currently.</p> <p>Centre occupants to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Numbers per area can be reviewed at the end of September 2020.</p>	<p>Cleaners</p> <p>Manager / Caretaker</p> <p>Caretaker</p>	<p>confirm date.</p> <p>TBC (once centre reopens).</p> <p>When the centre opens</p> <p>When the centre opens</p>	<p>No</p> <p>No</p> <p>No</p>
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		<p>Music room to remain closed (due to the side of the room)</p> <p>Board to meet via conference calls / Zoom to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in kitchen and lobby area.</p> <p><u>Wearing of Gloves / Masks</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job (the cleaners for instance), an adequate supply of these will be provided. Staff and guests will be encouraged to wear masks whilst in the community centre for added protection though BMCCCIC will not enforce usage (no personnel to do this).</p> <p><u>PPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p>	<p>Everyone to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Staff/ residents / visitors</p>	<p>When the centre opens</p> <p>On going</p>	<p>No</p> <p>n/a</p>
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		during the Coronavirus outbreak and will offer whatever support they can to help.	BMCCCIC will offer support to staff who are affected by Coronavirus or has a family member affected.			
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