Girlguiding Leicestershire

Building Risk Assessment – Covid 19

Property Information

**Name & Address of Property** Girlguiding Leicestershire **Date of risk assessment** 1st September 2021

 97 Princess Road East

 Leicester

 LE1 7DW

*This risk assessment relates solely to trainings carried out at the named property. Risk Assessments for any other venues must be carried out by the Lead Trainer and at the very least a Covid Risk Assessment written by the building owners must be obtained prior to the sessions taking place in order for trainers to fully understand what is required of them whilst on those premises.*

Maximum capacities for each room/area are as follows: Kitchen Areas 1 person

Willow (ground floor) 14 persons

Alder (1st floor) 8 persons

Sycamore (2nd floor) 28 persons

Long-term closure of the building means that some systems may not have been working for an extended period resulting in statutory compliance not being maintained. The pre-opening checklist on page 2 of this document has been completed by the building manager to assure all building users that heating, water and emergency systems have been checked prior to allowing the building to be used for trainings by the County Training Team.

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| --- | --- | --- |
| Once all the actions listed are carried out, can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with re-opening the property and allowing face-to-face meetings both indoors and out ? | **Yes** | **No** |
| ü |  |
| Has the risk assessment been shared with all relevant committee members, leaders, volunteers, and hirers who will be responsible for ensuring safe practice during section meetings and building use ? | **Yes** | **No** |
| ü |  |

**Risk Assessment Completed By:** L Mynott **Date:**  *1st September 2021*

Louise Mynott, Office Manager

**Risk Assessment Review Date:** *1st September 2022 or following any significant change to the property, trainers, local or national advice and guidance in relation to Health & Safety Legislation or Covid-19 advice and guidance*

**Pre-opening Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General Checks** | **Yes** | **No** | **Premises & Equipment** | **Yes** | **No** |
| Has Girlguiding UK said that face to face training can resume in your area ? | ü |  | Are fixed electrical inspection certificates in date ? | ü |  |
| Have you checked how many people can meet, in line with Government Covid-19 guidelines ? | ü |  | Are PAT records up to date ? | ü |  |
| Have activities been planned to meet these guidelines ? | ü |  | Are gas appliances tested and any certificates in date ? | ü |  |
| Will first aid equipment be provided if needed ? | ü |  | Are heating and hot water systems at the correct temperature ? | ü |  |
| Is there access to an emergency telephone ? | ü |  | Are any fridges/freezers working and at the correct temperature ? | ü |  |
| Has consideration been given to Covid-19 related risks in the building risk assessment ? | ü |  | Have water systems been flushed through to remove the risk of legionella and other bacterial build up ? | ü |  |
| Are the building insurers aware that the building is re-opening ? | ü |  | Are there any areas/rooms/equipment that **MUST NOT** be used at the present time ? |  | ü |
| Has the building been deep cleaned prior to re-opening ? | ü |  | *Areas/rooms/equipment that must not be used* |
| Have all building users been provided with information relating to expectations in terms of cleaning procedures post training ? | ü |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Emergency Procedures and Equipment** | **Yes** | **No** | **Covid-19 Considerations** | **Yes** | **No** |
| Does first aid equipment comply with current regulations and is it in date ? | ü |  | Is there appropriate signage displayed at the building entrance showing compliance with Covid-19 secure guidelines ? | ü |  |
| Are emergency evacuation plans in place, up-to-date and shared with all building users ? | ü |  | Is there appropriate signage indicating the requirements for social distancing ? | ü |  |
| Are **ALL** fire exit routes clearly and correctly signed ? | ü |  | Is there appropriate signage to encourage hand washing/sanitising ? | ü |  |
| Are fire doors working correctly ? | ü |  | **Covid-19 Cleaning Requirements***Following each meeting, the Leader in charge* ***MUST*** *ensure that:** *All equipment is cleaned, using the solution/wipes provided, and put away correctly*
* *All touchpoints, including bannisters, are cleaned using the solution/wipes provided*
 |
| Are **ALL** fire exit routes clear and free from obstructions ? | ü |  |
| Has fire fighting equipment been serviced and is it clearly identified, appropriately signed and easily accessible if needed ? | ü |  |
| Have fire alarm systems been serviced and maintained ? | ü |  |
| Have emergency lighting systems been serviced and maintained ? | ü |  |
| **Hazards** | **Who or what is at risk of being affected and how ?** | **What are you doing already ?** | **Likelihood of risk occurring ?** | **Severity of Risk ?** | **Are any further controls needed ?** | **Action By** |
| What could cause harm or damage | How have you already reduced the risks ? | LOW/MEDIUM/HIGH | LOW/MEDIUM/HIGH | What else needs to happen to reduce the risks to an acceptable level ? | Name/Date |
| Spread of Coronavirus infection through close contact | All building users | All participants to be reminded that they **MUST** not attend meetings/sleepovers if there are displaying the signs and symptoms of Covid-19Maximum capacities for rooms as detailed on page 1 of this risk assessmentAll building users to be reminded of the need for maintaining social distancingDoors and windows to be left open during sessions to allow for suitable ventilation | Low | Medium | All participants allowed to wear face coverings if they wish to do so | Office staff and Leaders in chargeOngoing |
| **Hazards** | **Who or what is at risk of being affected and how ?** | **What are you doing already ?** | **Likelihood of risk occurring ?** | **Severity of Risk ?** | **Are any further controls needed ?** | **Action By** |
| What could cause harm or damage | How have you already reduced the risks ? | LOW/MEDIUM/HIGH | LOW/MEDIUM/HIGH | What else needs to happen to reduce the risks to an acceptable level ? | Name/Date |
| Spread of Coronavirus infection through use of shared equipment and touch points i.e. stair bannisters, equipment, light switches etc | All building users | Cleaning procedures to be followed prior to any activities taking place i.e. touch points wiped with anti-bacterial wipes/spray, doors and windows opened in advance to allow flow of fresh air prior to participants arriving | Low | Low | Leaders in charge to be provided with appropriate cleaning equipment and advised of the need to ensure that all areas and equipment they have used are cleaned following their training session | Office Staff and Leaders in chargeOngoing |
| Spread of coronavirus infection through poor handwashing hygiene  | All building users | All building users to be advised of the need to regularly wash or sanitise hands | Low | Low | Ensure a regular supply of hand wash, sanitisers and paper towels is available or accessible at all times | Office StaffOngoing |
| Someone becomes ill during a training session | All building users | Have a designated area that should be used if someone becomes illHave clear guidance on reporting & cleaning procedures to be followed in this situation | Low | Low | Guidelines and procedures to be shared with all participants | Office Staff and Leaders In Training Ongoing |