

# **FRIENDS OF GUIDING KIKWALL**

## **GUIDE HALL KIRKWALL**

### **COVID RISK ASSESMENT – AUGUST 2021**

#### General risk assessment notes:

Reviewed regularly by Friends of Guiding Kirkwall committee

Outside path – salt in vestibule

Keys for entry – log of all keys, special arrangements made for hire.

Fire safety – regular fire safety checks, yearly checkup by registered Health and Safety

Electrical equipment – all items PAT tested

Cleaning – volunteer Weekly rota

General maintenance – report to Friends of Guiding Kirkwall Committee. Maintenance will be carried out in appropriate manner.

Insurance – all appropriate insurances in place and reviewed on a regular basis

Hire of Hall – booking system in place. Instruction given for use of hall.

<b>Hazards</b> What could cause harm or damage?	<b>Who or what is at risk of being affected and how?</b>	<b>What are you already doing?</b> How have you reduced the risk already?	<b>Likelihood of risk occurring (L/M/H)</b>	<b>Severity of risk (L/M/H)</b>	<b>Are further controls necessary?</b> What else needs to happen to reduce the risk to an acceptable level?	<b>Action by:</b> name/date
<b>Coronavirus infection</b>  Risks below are in consideration of this risk and reducing it to an acceptable level.	<b>All attendees from spread of virus through close contact.</b>	<b>All attendees (except those who are exempt) must wear a mask while in the building. Masks may be removed during certain permitted activities.</b>	<b>Low</b>	<b>High</b>	<b>Poster and guidelines on noticeboard highlighting expectations of hall users</b>	
	<b>All attendees entering the building.</b>	<b>Each user group to collect contact details and keep a register of those attending each session (these must be discarded after 21 days). The relevant register will be passed on to Friends of Guiding Kirkwall in the event of a positive case.</b>	low	low	Group Leader, cleaning volunteers and maintenance workers entering the building details will be kept for 21 days in line with GDPR.  Please note – young people do not need to sign in as unit registers will cover suitable contacts if needed	
	<b>Volunteers in the vulnerable category.</b>	Volunteers in the vulnerable category are advised to adhere to latest Scottish Government advice.	low	High		

	<p><b>Volunteers and young people - from spread of virus.</b></p>	<p><b>Hand Sanitiser stations are located at the front door and throughout the building. Hand sanitiser will be available in all rooms of the hall - main hall, the kitchen and in all toilets.</b></p>	<p>Low</p>	<p>high</p>	<p>Scottish Government posters hung in every room to remind users of their responsibility to adhere to the FACTS guidelines (see appendix two).</p> <p>A stock of cleaning hand sanitiser will be available. Stock will be checked regularly to ensure nothing runs out.</p> <p>Everyone entering the building to use Hand Sanitiser stations and encouraged to wash hands regularly.</p> <p>Volunteers will be informed immediately if someone is tested positive for COVID19 who has been on the premises.</p>	

<p><b>Cleanliness of Guide Hall</b></p>	<p><b>Volunteers and young people and users- from spread of virus.</b></p>	<p>The Guide Hall will have a professional clean before Hire of Hall is permitted.</p> <p>The hall to be deep cleaned every week by volunteers.</p>	<p>low</p>	<p>high</p>	<p>Coopskea Cleaning will be used for Deep clean.</p> <p>A rota made up of parent volunteers with clear instruction to ensure all tasks are completed to a high level. (See appendix three)</p> <p>All volunteers will be instructed to follow Covid 19 guidelines.</p> <p>Gloves and aprons will be provided for use when cleaning.</p> <p><b>Users will be instructed and encouraged to wipe surfaces and touch points before and after each session. Anti-bacterial spray and Blue Tissue paper will be available.</b></p> <p>A stock of cleaning products/PPE and hand sanitizer will be available. Stock will be checked regularly to ensure nothing runs out.</p> <p><b>Users will be expected to dispose of rubbish after each session.</b></p>	<p>Deep clean complete on 15<sup>th</sup> Jan 2020.</p> <p>Weekly. Parent Rota organised by cleaning coordinator.</p> <p>Cleaning volunteers.</p> <p>All users after use of Hall.</p> <p>Cleaning coordinator. Fortnightly check.</p> <p>All users after use of hall.</p>
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		<p>If a case of CV19 is reported or contact tracing identifies the Hall within the process a deep clean will be given.</p>			<p>Scottish Government posters hung in every room to remind users of their responsibility to adhere to the FACTS guidelines.</p> <p>To be complete by professional cleaners.</p>	<p>Complete Jan 2021</p> <p>Coopskea Cleaning. When and if required.</p>
	<p><b>Occasional entry of workers - eg. Maintenance workers Health and Safety Officers etc.</b></p>	<p>Expected to wear a mask and instructed to wipe down surfaces and touch points on arrival and when leaving.</p> <p>To use Hand Sanitiser stations (if they don't carry their own.)</p> <p>Contact details will be kept for 21 days as per GDPR.</p>	<p>Low</p>	<p>High</p>	<p>Scottish Government posters hung in every room to remind users of their responsibility to adhere to the FACTS guidelines.</p> <p>Encouraged to undertake maintenance when Guide Hall is unoccupied to avoid unnecessary contact with others.</p>	<p>Complete Jan 2021</p> <p>As and when.</p>



<p><b>Use of shared Kitchen facilities</b></p>	<p><b>All attendees from spread of virus through close contact.</b></p>	<p><b>Hirers to bring own tea towels and cloths.</b></p> <p><b>Hand sanitiser, soap and paper towel are provided.</b></p> <p><b>Use of kitchen facilities will be discouraged. If used all surfaces and touch points must be cleaned adhering to Covid cleaning requirements.</b></p>	<p>low</p>	<p>high</p>	<p>No towels or cloths will be available.</p> <p>All items can be found in the cupboard under the sink. If stocks are running low, please let the cleaning coordinator know.</p> <p>Users encouraged to bring own food and drink.</p> <p>Users will be instructed and encouraged to wipe surfaces and touch points before and after each session. Anti-bacterial spray and Blue Tissue paper will be available.</p>	<p>Users of Hall</p>
<p><b>Use of shared bathroom facilities</b></p>	<p><b>All attendees from spread of virus through close contact.</b></p>	<p><b>Only one person in toilet at a time.</b></p>	<p>low</p>	<p>high</p>	<p>Users will be encouraged to use the toilet before entering and joining a session.</p> <p>Users will be instructed and encouraged to wipe surfaces and touch points before and after each session. Anti-bacterial spray and Blue Tissue paper will be available.</p>	

## Appendix two

### Remember **FACTS** for a safer Scotland

**F** Face coverings  
**A** Avoid crowded places  
**C** Clean your hands regularly  
**T** Two metre distance  
**S** Self isolate and book a test if you have symptoms



[nhsinform.scot/coronavirus](https://nhsinform.scot/coronavirus)  
#WeAreScotland



## **HELP KEEP THE HALL SAFE**

1. You must not enter the Hall if you have COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Inform Test and Protect. Alert the Leader of the activity you attended.
3. Maintain 1 metres social distancing as far as possible.
4. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. Avoid touching your face, nose, or eyes. Clean hands if you do.
6. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided.
7. Check the organisers of your activity have cleaned touch points before you arrive.
8. Keep the hall well ventilated. Close doors and windows on leaving.



**THANK YOU FOR YOUR CO-OPERATION**



## Appendix three

### CLEANING DUTIES

**Laura Leonard (870743)** has a key – please phone/message to arrange collection.  
Hot water can be turned on by the switch which can be located in the cupboard at the front door – alternatively, please just boil the kettle. Please ensure everything is switched off and the door firmly closed on your way out. Thanks very much.

#### COVID – EXTRA DUTIES

Use anti-bac spray for all door handles  
Ensure all soap is full  
Ensure hand sanitiser is in the vestibule, toilets, kitchen, and hall. If short, please let **Laura** know to reorder.

#### MAIN HALL

Wipe window ledges, side seats and surfaces  
Sweep floor and wash  
Clean inside windows if required  
Empty bins and replace liners (the liners are under the sink in the disabled toilet)

#### VESTIBULE & HALLWAY

Clean glass on doors  
Sweep and wash floors  
Hoover carpet at front door

#### KITCHEN

Wipe surfaces and clean sinks  
Clean cooker if required  
Sweep and wash floors  
Empty bins

#### TOILETS

Clean toilets, mirrors and sinks  
Re-stock hand towels and toilet rolls (stored under the sink in the disabled toilet)  
Empty bins and replace bin liners if necessary  
Sweep and wash floors

#### STORE

Check doorways are clear of clutter and there is a clear passageway between the store doors and back doors

#### GENERAL

Take rubbish home for disposal  
Report any repairs/maintenance required to a committee member  
Take tea towels and cloths home to wash  
Hall is cleaned every week. Please sign sheet on noticeboard to say the hall has been cleaned. |  
Any cleaning issues/questions please phone **Laura Tel: 870743/07742611356**

*Note: Ranger room is locked and doesn't require cleaning*

**JAMES WILSONS WHOLESALE – 850234 HOLD AN ACCOUNT FOR FRIENDS OF GUIDING KIRKWALL. YOU CAN ORDER CLEANING PRODUCTS, TOILET ROLL ETC FROM THEM, DELIVERY CAN BE ARRANGED AND INVOICES WILL BE SENT TO TREASURER. THANKS YOU VERY MUCH FOR YOUR SUPPORT 😊**

## Guide Hall Cleaning Rota 2020

*To check if the hall is free phone Lorraine Clapham – 871455  
Key to be collected/returned – **Laura – 870743/07742611356***

#### List of duties/instruction below

Please note that due to **Covid**, it is essential that you do your cleaning duty. As you are partnered with someone, you will have to follow **Covid** Guidelines and wear a mask and keep suitable distance. If you cannot make your allocated date, please arrange a swap with someone else – contact numbers below. Only contact Laura if you cannot find someone else to fill your space. Please sign and date when complete.

Date	Name and phone number	Name <u>and</u> Phone number	Sign and date when cleaned
15 <sup>th</sup> Jan 2021	COOPSKEA CLEANING	COOPSKEA CLEANING	
19 Jan 2021			
6 Feb 2021			
13 Feb 2021			
20 Feb 2021			
27 Feb 2021			
6 Mar 2021			
13 Mar 2021			
20 Mar 2021			
27 March 2021			
3 April 2021			
10 April 2021			
17 April 2021			
24 April 2021	SPRING CLEAN ANYONE WHO IS AVAILABLE		

If you are unable to take your turn please swap with another person in the first instance – if you cannot find someone, please let **Laura know. Tel: 07742611356**  
The cleaning products are stored in the kitchen cupboard under the sink and there is a list of cleaning jobs there also. Please try to carry out the cleaning as close to the date as possible. Sanitary products are also in the Disabled toilet, if you could fill up the baskets in the girl's toilets please.  
**Please encourage your daughter/s to come along and help – it would be good to get some of them active in looking after the hall – also, maybe they could receive a badge for their efforts?!**

Thank you very much 😊