

COVID-19 Risk Assessment

Name : Quendale Water Mill Tier Level: Zero

Assessment carried out by: John Birnie

Date Assessment carried out: 27/06/2021

Review Date: 27/07/2021 or when Covid legislation changes.

In response to the current Covid-19 pandemic and the opening of Visitor Attractions. This risk assessment aims to demonstrate how **Quendale Water Mill** will be following all Scottish Government/HSE guidelines to minimise the risk of spread of Covid-19 and therefore avoid transmission of the virus. This Risk Assessment document is intended to be shared with all committee/ volunteers / visitors and users (groups or individuals).

What are the hazards?	Who might be harmed and how?	Action taken to mitigate risk. Controls:	What action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Spread of COVID-19 virus to - Visitors - Custodians - Committee - Volunteers	Visitors Custodians SMCHG Committee Volunteers	- Limit number of users. - Visitors must book/hire attraction in advance. (By phone/online/email) Controls in place for visitors arriving without prior booking. - Signs displayed throughout mill to notify public of covid restriction current requirements - No access without appropriate face coverings unless the person is exempt or has a reasonable excuse. Face- coverings - mandatory wearing of face coverings apart from when eating or drinking or if you have a health reason not to wear one <i>or they are in conversation with someone who is lip-reading.</i> (Politely ask if someone is not wearing a mask. If a person has a badge displayed or a lanyard with sunflowers on it, they are exempt and do not need to be asked).	Inform all volunteers, visitors and users. Checks by custodian to ensure controls are being adhered to. Signs for distancing & wearing of facemasks placed at key points throughout building. Encourage card payments where possible. Money payments also acceptable. Air purifiers to be switched on throughout opening hours.	SMCHG Committee or any responsible person.	Immediately before opening to the public or user groups.

		<ul style="list-style-type: none"> - Social Distancing - Sneeze screens in place at reception desk. - One way system in use as far as practicable. - Layout of rooms, furniture and displays – designed with signs to keep everyone 2 metres apart - Markings on floors to keep people 2 metres apart. - If Cash payments unavoidable, then money handling to be done by one person wearing gloves during transaction and /or washing hands after handling money. - Hospital grade air purifiers in use at entrance and video room. 			
<p>People High risk from Covid-19.</p>	<ul style="list-style-type: none"> - over 70 years - Certain Medical conditions. - Black and Ethnic majority people. (BAME) - People who have been shielding 	<p>- Talk to people, especially those in High-Risk category to find out their particular requirements to mitigate their risk. (As far as reasonably practicable).</p> <p><i>Disability/Inclusion Note: If someone doesn't understand this due to cognitive/autism/learning difficulties/visual impairment/mental health illness etc, please be understanding. If someone is physically disabled (not always visible), they will be the best judge of whether they can walk the distances involved or negotiate the entrances/exits in a place. Use one-way systems for most users when possible but allow for some people to be different and still welcome in our public spaces.</i></p>	<p>Be prepared to adapt Covid-19 Risk Assessment to take into account any visitor or volunteers individual needs.</p>	<p>SMCHG Committee or any responsible person.</p>	<p>When required. Review regularly in line with tier changes.</p>

Venue car park and exterior areas	Visitors Custodians SMCHG Committee Volunteers	Signs up around the car park showing people where to park – to keep distance from other users. Encourage care when visitors arrive to enter venue.	-Carpark and entrance court to be kept clean and tidy. - Sufficient bins inside and outside mill for correct disposal of waste. - Checks by custodian to see visitors are observing carparking procedures.	SMCHG Committee or any responsible person	
Entrance to Building “pinch-points” Busy areas and sometimes the risk that social distance will not be observed.	Visitors Custodians SMCHG Committee Volunteers	Must sanitise hands on entering building. Clean all parts of hand with sanitiser – clean for at least 20 seconds. Signage provided on walls and floors.	-Automatic dispensing Sanitisers, provided at key points throughout the mill, regularly topped up. Custodian assistance available to book, should visitor not be able to use internet. Custodian to check control measures being adhered to.	SMCHG Committee or any responsible person	
Cleaning of areas in frequent use	Custodians SMCHG Committee Volunteers	- All ‘Touch Points’ throughout the building need checked and cleaned after each block of booked visitors. - This includes ‘Nescafe & Go’ machine & table, door handles, all work surfaces, chairs and <u>toilets (done last)</u> checked and cleaned regularly throughout the day. -Surfaces within reception cleaned a minimum of twice daily at start and end of day, or if there is a custodian change.	-Cleaning materials provided and to be used after every booking block; and at beginning and end of day. - cleaning cloths to be used for 1 cleaning round and put in cleaner’s pail for laundering daily -Cleaning equipment to be kept in clean condition -extra stock of PPE stored in reception cupboard.	SMCHG Committee or any responsible person	
Toilets	Visitors Custodians SMCHG Committee Volunteers	<u>Hand Washing</u> - Hand washing guidance in each toilet. -Hand washing facilities with antibacterial soap and water in each toilet area. -Drying of hands with disposable paper towels.	Toilets are high risk areas so <u>Cleaning of toilets should be at the end of building hourly cleaning checks</u>	SMCHG Committee or any responsible person	

		<p>- Bins available for towel disposal</p> <p><u>Cleaning</u></p> <p>-Regular cleaning and disinfecting after each block booking ends.</p> <p>-Increase frequency of cleaning in line with use.</p> <p><u>Ventilation</u></p> <p>-Open doors if possible.</p> <p>-Air purifier operating in nearby corridor</p>	<p><u>Ensure that cleaning cloths are deposited in the cleaner's pail in cleaner's cupboard for laundering purposes after each hours check</u></p> <p>Keeping the toilets well ventilated where possible – air purifier in adjoining corridor.</p> <p>Custodians to ensure that the necessary procedures are being followed.</p>		
Store cupboards	SMCHG Committee Custodians Volunteers	<p>-No public access (Low risk)</p> <p>-Regularly clean door handles and light switches.</p>	Cleaning checklist	SMCHG Committee or any responsible person	
Cleaners' cupboard	SMCHG committee Custodians Volunteers	<p>-No public access. (Low risk)</p> <p>-All cleaning equipment – cleaned appropriately after use.</p> <p>-One-use cleaning cloths to clean contact surfaces, Dispose after use.</p> <p>Provide disposable plastic gloves for use by cleaners.</p>	Cleaners' checklist provided	SMCHG Committee or any responsible person	
Video room	Visitors Custodians SMCHG Committee Volunteers	<p>-Social distancing – limit numbers</p> <p>-Clean before use.</p> <p>-Chairs laid out to accommodate social distancing requirements.</p>	Check by observation custodians or responsible person.	SMCHG Committee or any responsible person	

Plastic/Wood/Metal Seating	Custodians SMCHG Committee Volunteers	<ul style="list-style-type: none"> - Wear plastic gloves when carrying out cleaning. Dispose of in black household bag when cleaning tour completed. - Clean all seating between users with sanitiser provided - People moving/cleaning chairs trained in cleaning procedure. 	<ul style="list-style-type: none"> -Cleaning checklist provided. -Gloves for cleaning purposes provided in cleaners cupboard. 	SMCHG Committee or any responsible person	
Bins/black bags	Volunteers Staff Users Visitors Cleaners	<p>Wear disposable gloves. Remove at end of each session. Bins to be emptied regularly/as required. Contents to be placed in external bins.</p> <p>WASH HANDS with soap and water and use sanitiser after removing disposable gloves.</p>	Check by observation custodians or responsible person.	Custodian of the day SMCHG Committee or any responsible person	
Fridge	Custodians SMCHG Committee Volunteers	<p>Access limited to custodian and committee.</p> <p>Clean door handle regularly.</p>	Check by observation custodians or responsible person.	SMCHG Committee or any responsible person	
Ventilation	Custodians SMCHG Committee Volunteers	<p>Good ventilation when practical whilst the venue is in use.</p> <p>Open entrance doors if appropriate (not fire doors).</p> <p>Hospital grade air purifiers in use.</p>	Check by observation custodians or responsible person.	SMCHG Committee or any responsible person	

Any views or opinions expressed in this document are for guidance only and are not intended as a substitute for appropriate professional advice. We have taken all reasonable steps to ensure the information contained herein is accurate at the time of writing. In relation to any particular risk assessment issues, readers are advised to seek specific advice.