

In case of emergency please press emergency call bottom or see a member of staff.

Skegness Town Council Changing Places Risk Assessment – including covid 19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Equipment malfunctions or breaks Delay in fixing broken equipment/Power failure. Equipment is dirty/facility mistreated	<ul style="list-style-type: none"> • Users/carers • Staff/Cleaners • Contractors • Users/carers and visitors • Vulnerable groups Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact the changing places facilities. 	<p>Equipment is installed and maintained according to the manufacturer's instructions and standards.</p> <p>Maintenance schedule in place, checked after each use.</p> <p>New equipment, all currently under warranty. All faults to be reported as soon as possible.</p> <p>Checked and cleaned daily. Staff on site for any cleanliness issue to be reported to. Sign sheet for when key is handed out returned and checked</p>	<p>Annual maintenance. Pull cord alarm in situ.</p> <p>Signage at facility and information on website when equipment is out of use. Emergency lighting, hoist is battery operated.</p> <p>Tear of paper and hand towels provided. Large waste bin for disposable pads and sanitary bin provided.</p>	<p>Outside Contractor</p> <p>Café and reception staff</p> <p>Office staff</p> <p>Caretakers/ Café staff</p>	<p>Annually</p> <p>10/07/20</p> <p>When reported.</p> <p>Daily</p>	<p>Yes</p> <p>Ongoing task to remind staff.</p> <p>Yes</p>

<p>Onsite emergency</p> <p>Person is injured/harmed.</p> <p>Person is locked in the facility</p> <p>Low usage rate/cannot find facility.</p> <p>Spread of Covid-19 Coronavirus</p>		<p>Staff onsite when facility is open and aware when facility is in use.</p> <p>Existing incident reporting procedure in place. Staff on site when facility is open. Manufacturers instructions for use of hoist provided. Trained first aiders on site.</p> <p>Emergency pull cord in situ. Locking mechanism can be opened from outside.</p> <p>Signage in place. Registered with official changing places website. Advertised on Council website.</p> <p><u>Working Control</u></p> <ul style="list-style-type: none"> • Access to the facilities are controlled, a key must be obtained from the café or reception. • Facility is checked and wiped down after each use. <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place in 	<p>Changing places is included in evacuation plan.</p> <p>Slings not provided, users to provide their own slings. Carer must be present for use of hoist. First aid kit and accident book on site. Staff trained on sound of alarm, advised not to assist in moving or handling of users but to call for assistance.</p> <p>Sign sheet for when key is handed out returned and checked.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>All Staff</p> <p>All Staff</p> <p>Deputy Town Clerk</p> <p>Deputy Town Clerk</p> <p>All line managers</p>	<p>As emergency occurs.</p> <p>As incident occurs.</p> <p>10/07/20</p> <p>10/07/20</p> <p>10/07/20</p>	<p>Yes</p> <p>Yes, caretaker and café staff to check supply and make refills as necessary.</p>
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		<p>changing places facility with adjustable sink.</p> <ul style="list-style-type: none"> • Alcohol hand sanitiser available in building with signs encouraging use. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels where available • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as handles, light switches, steering wheels using appropriate</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Facilities are cleaned and replenished on a regular basis.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it and that all staff are empowered to remind each other and visitors. Management checks to ensure this is adhered to.</p>	<p>All Staff</p> <p>Café Staff & Caretakers</p> <p>Caretakers/ Café staff</p>	<p>10/07/20</p> <p>10/07/20</p> <p>10/07/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p>cleaning products and methods. Each person to be responsible for wiping down their own tools.</p> <p>Those needing to clean after others will have access to disposable gloves for the cleaning period, they should then dispose of the gloves and wash their own hands.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 1 metre plus gap recommended by the Public Health Agency. When working in public open spaces be mindful of how busy working area is. If it is too busy to work safely and with 2m social distance move away from area.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p>	<p>Only one person working in facility at any one time when cleaning.</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>All sickness to be report to office.</p>	<p>Town Clerk/Dep Town Clerk</p> <p>All line managers</p> <p>Town Clerk/Dep Town Clerk</p>	<p>10/07/20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p>
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