

Risk assessment for re-opening communal areas and cleaning communal areas at Cott Yard, St Neot

Company name: St Neot Parish Council
Blaxley(Clerk)

Assessment carried out by: Dr L Jones (Chair)/S

Date of next review: 01/12/2020

Date assessment was carried out: 01/08/2020

This risk assessment has been carried out after consultation with members of the Covid 19 team at Cornwall Council

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Covid 19 virus on surfaces or in atmosphere in communal areas	Cleaner/Tenants/Public	Provide complete PPE for cleaner – visor, washable plastic apron, gloves. Check cleaner not in vulnerable category.Public and tenants to wear PPE as they think appropriate	Ensure PPE remains in safe useable condition and replace as necessary	Clerk/Chair	Prior to communal areas opening and thereafter. Cleaner to identify anything untoward for immediate action and attention, including closure if necessary.	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Inadequate ventiation	Cleaner/Tenants/Public	Ensure adequate ventilation is maintained at all times	Regularly inspect to ensure adequate ventilation	Clerk/Chair/Cleaner	Prior to communal areas opening and thereafter. Cleaner to identify anything untoward for immediate action and attention, including closure if necessary.	
Contamination by users	Cleaner/Tenants/Public	Erect notices to remind users of their responsibilities to keep themselves and everyone else safe	Regularly inspect to ensure notices remain in place	Clerk/Chair/Cleaner	Prior to communal areas opening and thereafter. Cleaner to identify anything untoward for immediate action and attention, including closure if necessary.	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Communal areas not clean	Cleaner/Tenants/Public	Communal areas to be cleaned twice a week for one hour on each occasion and appropriate cleaning materials to be used	Regularly inspect to ensure this amount of cleaning is adequate	Clerk/Chair/Cleaner	Prior to communal areas opening and thereafter. Cleaner to identify anything untoward for immediate action and attention, including closure if necessary.	
Touching surfaces with hands	Cleaner/ Tenants/Public	Provide adequate liquid hand soap. During cleaning, all handles and other "touch points" to be disinfected using a disinfectant that kills Covid 19	Erect notice above sink saying "Now wash your hands and keep us all safe. Thank you"	Clerk/Chair/ Cleaner	Prior to communal areas opening and thereafter. Cleaner to identify anything untoward for immediate action and attention, including closure if necessary.	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Waste disposal	Cleaner/ Public/Tenants	Double bagging of waste and removal	Ensure cleaner adheres to this practise	Clerk/Chair/Cleaner	Prior to communal areas opening and thereafter. Cleaner to identify anything untoward for immediate action and attention, including closure if necessary.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/