

WEST WILTSHIRE MODEL RAILWAY CIRCLE

RISK ASSESSMENT 23 JUNE 2020

Assessment undertaken by Ron Pybus (Chairman)

Entering the clubhouse.

The assumption has to be that all locks, switches taps etc are contaminated.

ACTIONS: The published procedure must be followed.

Close contact

ACTIONS: Membership divided into FOUR pods with a maximum of FIVE MEMBERS. PODS allocated set days with set membership.

Each member is provided with reusable face mask. (No Mask- No entry).

Face shields allocated to members potentially working in close proximity. To be washed in hot soapy water and stored in the clubhouse.

Two metre distance to be maintained unless wearing mask or face shield.

Attendance of additional members by booking only. No visitors. Steeple Ashton PC advised.

Virus transmission limitation

Tool cases not to be put on work surfaces and tools to be sanitised after borrowing.

Layouts returned to the clubhouse are to be sanitised inside the premises, not prior to return.

DRINKS Each member to be responsible for own crockery and cleaning.

OPENING PROCEDURE

1st PERSON

Unlock the outer door and fasten open (if weather is suitable).

Use hand sanitiser gel on hands then fit gloves, remove a sanitised wipe and clean door handle and lock area.

The same person should continue to wear gloves, turn on the water and wipe the tap.

Next remove the lock and bar, store in the corner then wipe.

Open the internal door fully and wipe clean.

Turn on power at master switch and wipe clean. All lights to be controlled by the master switch.

Dispose of wipe in pedal bin and, if not wearing gloves at any time, sanitise hands.

2nd – 5th MEMBERS

Immediately use sanitiser on hands, fit gloves if desired and proceed to work station.

CLOSING PROCEDURE

A minimum of two people must remain until the building is completely locked up.

ALL used work stations must be cleared and then all potential touch points and work surfaces on work stations must be sanitised with a wipe.

The person locking up must sanitise their hands or wear new gloves and then ALL switches, taps etc must be sanitised with a wipe.

The meter is to be read and recorded.

Cleaning work is to be signed out as completed.

Doors are to be locked as normal, but sanitised afterwards.

Wipes to be deposited in the pedal bin.

With a new wipe, close and lock the outside door and take the wipe with you.