

MCG hut re-opening

COVID-19 Health & Safety Checklist

This inspection checklist is intended to assist in identifying the risks to our organisation and the measures that are in place or need to be implemented in order to protect our team and comply with health and safety legislation.

Building / floor: Nordrach cottage			
Address: Nordrach Cottage, Charterhouse on Mendip, BS40 7XW			
Date of Inspection: 3rd July 2020			
Inspection Undertaken by: jason kirby cottage warden			
Report issued to: committee			
No	Issues	Y/N/NA	Comments
1.	Where practicable have members been requested to use sanitation?	Yes	
2.	Can all members maintain the government guidelines for social distancing? These could include but are not limited to the following: kitchen / loos / library /bedroom	Yes	
2a	Are you able to promote 2 meters distance?	Yes	Lounge divided into 3 areas. 1 Household per bunkroom.
2b	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	Yes	Use of 3 entrances, Staircase use in turn.
3.	Has signage been displayed reminding members of the 2m social distancing measures around the building?	Yes	

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4.	Have members been notified before returning to MCG HUT on any new procedures and rules.	Yes	Member's notified of procedures and rules via mailing. This is to be updated, and will change as guidance changes.
5.	Have members been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Yes	
6.	Have members been instructed on social distance where practicable while at the hut?	Yes	
7.	Have members been notified on what to do if they are experiencing COVID-19 symptoms?	Yes	
8.	Has signage reminding members of the symptoms been displayed prominently around the building?	Yes	
9.	Are daily alerts from government departments e.g. Public Health England / HSE etc being sourced and shared with members?	Yes	See item 4.
10.	Have members been instructed to minimise travel when at the hut ?	Yes	Members encouraged to maintain distance from neighbours.
11.	Are you able to implement sufficient parking restrictions to maintain social distancing measures?	Yes	
12.	Have you identified any members that are required to continue shielding?	Yes	Members to self-identify if shielding required.
13.	Do you have sufficient PPE (as may be required) for certain tasks (face screens, masks and/or gloves)?	Yes	Face masks available. Face shield available to a first aider. First Aid kit, checked and updated.
14.	Has the entry and exits to the building been limited to the minimum number of points required?	Yes	
15.	Have Swipe access points for ID Cards been considered? (Sanitised)	Yes	

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16.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Yes	
17.	Have appropriate hand sanitiser pump action containers been made available in every area and on main travel routes through the building/bedrooms?	Yes	
18.	Is advisory hand washing signage displayed throughout the building, especially at entrances and exits and where people congregate?	Yes	
19.	Are the signs (distancing, sanitisers, and handwashing) displayed reviewed and replaced as necessary?	Yes	
20.	If appropriate, have you completed a deep clean of the property / site before returning?	Yes	
21.	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when the building is occupied?	Yes	This will be done by members
22.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, taps, dispensers, toilets, canteen / food preparation areas?	Yes	Hand sanitisers and wipes provided for members use throughout the building
23.	Have you provided cleaning equipment for members to sanitise any area prior to and after use?	Yes	Sterile wipes available in multiple locations. Shower spray and paper towels to be added to shower area.
24.	Have persons undertaking the cleaning been instructed on method, frequency and required protective equipment?	Yes	Lists to be displayed at key locations.

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25.	Can rugs and mats be removed where members to do so to make cleaning and disinfection of floors easier?	Yes	Rugs removed for safety.
26.	Have non-essential maintenance activities, e.g. window cleaning being postponed or scheduled for out of hour's visits?	Yes	Maintenance activities booked in, on days for exclusive cottage use.
27.	Fire Safety Systems / Emergency Lighting. Has the statutory maintenance for systems been maintained? Have you conducted pre-start checks on the systems?	Yes	
28.	Ventilation / Humidity / Lighting & Heating. Are all systems functioning correctly? Are maintenance processes / filter changes due?	yes	Recently checked the vent in kitchen. Encourage members to open windows and ventilate property.
29.	Legionella Controls. Have you flushed through taps and showers prior to reoccupation?	yes	
30.	Bins empty		To be done by members
31.	Have you sufficient coverage of first aid and fire extinguishing equipment for all hours of operation?	Yes	
32.	Have first aid personnel received revised information in respect of treating casualties during the Covid-19 pandemic?	Yes	Updated document next to all First Aid Stations. Including thermometers, face masks, gloves will be provided.