

Covid-19 Risk Assessment - Glasgow Sling Library

[This Risk assessment has been produced following guidance from gov.uk and is subject to change as guidance does](#)

Activity assessed: Sling support at Babes in the Wood community hall, outside consultations and postal hire.

What is the risk of transmission?	Who is at risk?	Actions to mitigate risk	Additional actions taken	Actioned by	Done/date
Arrival at consultation venue, touching surfaces and social distancing at entrance to venue	Hannah, Gemma and Clients	Venue is cleaned between hires.		BITW	21/10/2020
	Clients	Appointment only bookings to ensure social distancing when arriving and leaving	Ensure spacing between appointments to allow this and clients aware of booking only	Hannah & Gemma	Apr-21
Social distancing during library session	Clients, Hannah & Gemma	Library sessions are bookable only, no walk in appointments, to ensure social distancing in the hall. Max 1 family at a time	Face coverings to be worn when closer than 2m to comply with government guidance on indoor areas.	Hannah & Gemma	Apr-21
		Clients and consultant to remain 2m distance per floor markings in hall (if indoors)	Clients to bring something for baby to sit or lay on.	BITW actioned floor markings. If outside Hannah & Gemma to ensure 2m observed.	31/09/20
Trying on carriers	Clients, Hannah & Gemma	All carriers will be washed or quarantined between appointments Clients and Hannah to sanitise hands before touching carriers Hannah to use a different carrier to demo and have a different demo doll to clients. Fitting advice will be demonstrated by Hannah or Gemma with a different carrier and doll.	Hannah or Gemma will wash or sanitise hands before handling carriers Clients to choose carrier or fill in form to help Hannah or Gemma pre-select carriers to minimise the number of carriers needed to be tried on. If demo dolls need to be used by more than one client - they will be sanitised between uses If adjustment and hands on support is required Hannah or Gemma will sanitise and wear a mask to adjust carrier and help support if required by wearer.	Hannah & Gemma	Apr-21
Filling in hire form	Clients, Hannah	Digital signup via Myturn, to be completed prior to library meet or on clients own mobile device.	Hannah to use own mobile device to check the carrier out to the client once the form has been filled in Hire agreement part of sign up and for clients to read before coming to meet.	Hannah & Gemma	Apr-21
Taking payments	Clients, Hannah & Gemma	Online payment or bank transfer payments only.		Hannah & Gemma	Apr-21
Returning hired carrier	Hannah & Gemma	Carriers to be washed if soiled and quarantined for 3 days otherwise in a plastic bag.	Hannah or Gemma to wash or sanitise hands before and after handling returned carriers	Hannah & Gemma	Apr-21
Posting hired carrier	Hannah & Gemma	Hannah to wash or sanitise hands prior to packing up hired carrier Hannah to print postage at home to minimise time in Post Office Mask use in PO		Hannah & Gemma	Apr-21