

Covid - 19 Addition Risk Assessment measures for Falsgrave Community Resource Centre

- This Risk Assessment is Only for Co-vid 19 - This Document is Additional to the Standard Operational Procedures already in place.

The Information provided in this Risk Assessment will be clearly communicated to all Centre Users to ensure this Practice is Safely Carried out throughout the building. All Booking Forms will include the New Co-vid 19 Information.

This form must be signed and returned with your booking form.

A copy of your company's risk assessment with the new Co-Vid 19 requirements must be produced for our records ,failing to do so will result in the room not being reserved for your Meeting.

This is to acknowledge that you have read and understood the information provided.
Failure to sign and return this document will result in the booking being cancelled.

The Safe working practices provided in this document must be reviewed daily so Centre Management are confident working practices/Conditions are correct.

Hazards	Who might be harmed and How	Risk	Preventive and Protective Measures	Further measures to be taken	Residual Risk	Comments
<p>Coronavirus Infection Disease</p>	<p>Centre Staff, office users/Clients. General Public (once centre is fully operational within revised government guidance)</p>	<p>Medium</p>	<p>Information will be also posted around the building on guidelines for hand washing, use of hand sanitisers and social distancing.</p> <p>Social distancing - 2m distance between yourself and other colleague/ person present where possible.</p> <p>Avoid close proximity face to face situations and certainly not for more than 15 mins.</p> <p>Access to washing facilities/gel sanitiser to maintain frequent hand washing. New Cleaning Schedules will be in place staff will to regularly clean and inspect areas within the building where staff / office users/clients and general public will use when using the building facilities.</p>			<p>Risks from infection will be minimal if all procedures and guidelines are adhered to</p>

<p>Contamination of handles on Entrance / Exit doors used by office users and centre staff to building.</p>	<p>Centre Staff, office users/Clients. General Public (once centre is fully operational within Guidance)</p>	<p>Medium</p>	<p>Wall mounted hand sanitiser units will be located near on wall inside of building near reception area, main entrances and exits in reception area, top of 1st and second floor stairs.</p> <p>Notices have be placed on each side entrance doors/exits informing all office users / clients, centre staff, and general public about use of wall mounted hand sanitisers</p> <p>Notices to be placed around the building and toilets instructing centre staff, office users /Clients and general public about use of wall mounted hand sanitisers and hand washing instructions.</p> <p>Notices will be in place around the building about passing points near to passage ways and stairs access , convex mirrors will also be in place were direct line of sight not visible.</p> <p>A Protective Screen will be fitted across reception desk area to provide additional protection for those working within this area, office users and clients using the facilities within the centre.</p>			<p>Risks from infection will be minimal if all procedures and guidelines are adhered to</p>
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Signature(s):

Date: