|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed? | Controls required | Additional Controls | Action by who | Action by when | Done |
| Spread of Covid-19  Spread of Covid-19 | In addition to those identified below per Risk Assessment of October 2020, additional premises users accessing “Fiona Wholefoods” located on first floor reception area and persons undertaking remedial building work  Staff  Volunteers  All Centre users  Contractors  Delivery drivers  Young people  Vulnerable groups - elderly, pregnant women, those with underlying health conditions | **“Fiona’s Wholefood has provided Risk Assessment, put signage in place, has one-way system, reminders of 2m distancing, reminder of need to wear face covering. Floor markers in place.**  **Workers on building working one per room, doors held open and reminded of importance of hand hygiene and use of sanitiser. Note – all Centre users have access to wash hand basins.**  **Symptoms of Covid-19**  All users to be reminded at the door that they should not enter the Centre if they have any symptoms of Covid-19, i.e. continuous persistent cough, high temperature or loss of smell and/or taste  Any staff member becomes unwell with any of the Covid-19 symptoms they will be sent home and advised to follow the stay at home guidance. Designated Board Member will stay in regular contact with affected staff members.  **Hand washing and sanitising**   * Gel sanitising stations in place on entry to building and other stations available within the building * Hand washing facilities with soap and water in place * Regular hand washing a sanitising taking place, hand washing & hygiene guidance throughout the building * Gel sanitiser readily available   **Cleaning**  Thorough clean of the premises before opening to Centre users and staff.  Frequent cleaning and disinfecting of high contact areas such as door handles, light switches etc, using appropriate cleaning products and methods.  Regular, scheduled cleaning of toilet areas to be undertaken by all staff  Whilst Centre is in use some doors will be propped open to avoid users touching door handles etc.  Regular cleaning schedule for toilets and “high touch” areas whilst Centre in use  Remove all soft furnishings.  Improve cleaning protocols to include cleaning of surface followed by sanitising with viricidal disinfectant.  Centre users who store equipment at the Centre will be responsible for cleaning and sanitising  Centre users will be asked to sanitise toilet flushers and taps after use - equipment will be provided  **Social Distancing**  Reducing the number of people using an area to comply with the current 2m government advice <https://www.gov.scot/coronavirus-covid-19/>  Only one staff member to work in the office at one time. Working from home to continue to be the norm where possible. Limit the sharing of any equipment.  Conference calls to be used (where possible) instead of face to face meetings  Centre users to be advised the wearing of face masks/face coverings mandatory within the Centre.  Adapt maximum room capacities to take into account Covid-19 restrictions  Removal of chairs from corridor areas to discourage congregation.  Contactless bookings and payments to be encouraged  One-way system to be introduced where possible.  **Traceability**  Cairngorm Business Partnership tracking app has been purchased and installed  <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/collecting-customer-contact-details/?utm_source=Business+Database&utm_campaign=12aae93cb4-EMAIL_CAMPAIGN_2020_07_08_08_56&utm_medium=email&utm_term=0_5008fd79ac-12aae93cb4-445017073>  Paper system also required for anyone unable to use the app.  Group leaders will be responsible for taking all details of their attendees. | Automatic Hand Sanitizer at main entrance, all persons working in centre asked to comply with Covid-19 regulation and reminded of importance that no-one attend if they experience any symptoms – self-isolate and seek test. In addition must agree to self-isolate if contacted by Test and Protect or is aware of having had contact with anyone showing symptoms but not yet had test results.  Poster advice will be continually updated in line with changing Government advice <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>  Line managers will offer support to staff who are affected by Covid-19 or has a family member affected.  To reduce the spread of Coronavirus (Covid-19) all Centre users and staff to be reminded of the public health advice <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>  Centre users and staff are regularly reminded to wash their hands for 20 seconds with water and soap, and the importance of properly drying hands. Also reminders to catch coughs and sneezes in tissues - follow Catch It, Bin It, Kill It and avoid touching face, eyes, nose and mouth where possible. Tissues will be made available throughout the building.  Posters available for display <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/communications-toolkits-and-leaflets/coronavirus-covid-19-communications-toolkit>  Management checks to be put in place to ensure that the necessary procedures are being followed.  Viricidal disinfectant meeting standard EN14476 must be used for surface cleaning  Centre users and staff to be regularly reminded of the importance of social distancing  Face coverings to be worn when 2m social distancing is not achievable and in all corridors/public areas of the Centre  Cleaning of any shared equipment following use. | All users/ongoing  Information to be passed to relevant parties by Claire Thom, Board Member.  Heather  All staff  All staff  Office Staff  Office/Board | Ongoing  26th October 2020  21st  October 2020  Ongoing  Ongoing |  |