

Covid-19 Risk assessment

Review carried out by: **Heather Fraser**
 Date: **19 October 2020**
 Review Date: **Ongoing**

What are the Hazards: Spread of Covid

Who might be harmed? Staff, Volunteers, Centre Users, Contractors, Delivery Drivers – including vulnerable.

Controls required	Additional Controls	Action by who	Action by when	Done
<p>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 atcha home guidance. Designated Board Member will stay in regular contact with affected staff members.</p> <p>=====</p> <p>Hand washing and sanitising</p> <ul style="list-style-type: none"> • 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 <p>Cleaning</p> <ul style="list-style-type: none"> • 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, toilets, etc using appropriate cleaning products and methods as per Covid cleaning schedule and policy. • Whilst Centre is in use some doors will be propped open to avoid users touching door handles etc. • 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 	<p>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</p> <p>Line managers will offer support to staff who are affected by Covid-19 or has a family member affected.</p> <p>=====</p> <p>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</p> <p>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.</p> <p>Posters available for display https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</p>	<p>Heather</p> <p>=====</p> <p>All staff</p>	<p>26th October 2020</p> <p>=====</p> <p>21st October 2020</p>	<p></p> <p>=====</p> <p></p>

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<p>sanitising</p> <ul style="list-style-type: none"> Centre users will be asked to sanitise toilet flushers and taps after use - equipment will be provided 	<p>and-conditions/infections-and-poisoning/coronavirus-covid-19/communications-toolkits-and-leaflets/coronavirus-covid-19-communications-toolkit</p> <p>Management checks to be agreed and put in place to ensure that the necessary procedures are being followed.</p> <p>Viricidal disinfectant meeting standard EN14476 must be used for surface cleaning</p>	<p>All staff</p>	<p>Ongoing</p>	
<hr style="border-top: 1px dashed black;"/> <p>Social Distancing</p> <ul style="list-style-type: none"> 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 whilst moving within the Centre. It is only advisable to remove them once static and maintaining 2m distancing. Adapt maximum room capacities to take into account Covid-19 restrictions Removal of chairs from corridor areas to discourage congregation. 	<hr style="border-top: 1px dashed black;"/> <p>Centre users and staff to be regularly reminded of the importance of social distancing</p> <p>Face coverings to be worn when 2m social distancing is not achievable and in all corridors/public areas of the Centre</p> <p>Thorough cleaning of any shared equipment following use.</p>	<hr style="border-top: 1px dashed black;"/> <p>Office Staff</p>	<hr style="border-top: 1px dashed black;"/> <p>Ongoing</p>	

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<ul style="list-style-type: none"> Contactless bookings and payments to be encouraged One-way system to be introduced where possible. <p>Traceability</p> <ul style="list-style-type: none"> 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. 		Office/ Board		
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