Covid-19 risk assessment

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| Brief outline of work/activity : Sanctuary risk assessment | Assessor : Elaine Hayes | Date Assessed: May 2020 |
| Location/Department : All | Reference No: Covid -1 | Review date: Ongoing due to the circumstances |

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| Hazards Identified | Who may be at risk? | Existing controls | Additional control measures req’d | Date actioned |
| Exposure to Covid-19 | Staff  Volunteers  Visitors | Not required prior to the virus arriving in the UK | Social distancing   * minimise number of people sharing an office on any given day * Ensure good ventilation by opening doors and windows * Implement 2m rule * Delineate on floor to help guide everyone   Handwashing   * Ensure dispensers and gel stations are full. * Give additional breaks for handwashing * Ensure posters on handwashing technique displayed prominently   Cleaning   * All workstations to be cleaned each day before use. * No personal items on desks * Toilets to be cleaned twice a day * Staff only toilets   Screens   * Where 2m distancing is not possible a plexiglass screen will be installed between the workstations   Risk Assessments   * All tasks have been Covid risk assessed – see staff folders | All April 2020 |