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 | StaffVolunteersVisitors | 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 |