

RISK ASSESSMENT – CORONAVIRUS SITUATION 2020- UPDATED AUGUST 2020

TO MINIMISE NUMBER OF PEOPLE IN THE OFFICE AT ANY ONE TIME AND TO ADHERE TO SOCIAL DISTANCING MEASURES NOW IN PLACE.

THIS ACTION IS REQUIRED TO MINIMISE, AS FAR AS POSSIBLE, THE RISK OF INFECTION TO STAFF AND VISITORS

ACTION REQUIRED FOR:-

ACTION TO TAKE

Keep front door of main building locked to ensure Visitors/Couriers use buzzer

Need to agree this with other occupants of the building. Post and deliveries to be accepted at the front door

Toilets

Provide anti-bac soap, paper towels, anti-bac spray. Make staff/visitors aware of this and ask them to use these items.

Kitchen

Provide anti-bac soap, paper towels, anti-bac spray and disposable gloves. Make staff/visitors aware of this and ask them to use these items. Put signs up.

Only **one** person in the kitchen at any one time. All surface areas, utensils used to be wiped/cleaned after use. Put signs up. Staff/volunteers bring in their own snacks/meals.

Foyer

Provide anti-bac hand sanitiser, paper towels, disposable gloves, tissues and masks. Make staff/visitors aware of this and ask them to use these items. Put signs up. Franking machine, printers, card machine to be wiped after use. Inform staff/volunteers.

Offices

Provide anti-bac hand sanitiser, paper towels, anti-bac wipes, disposable gloves, tissues and masks in all offices. Make staff/visitors aware of this and ask them to use them. Put signs up.

Staff and volunteers to occupy one desk each and be responsible for ensuring this is kept clean and wiped with anti-bac etc items provided.

Maximum 2 people in main GIN office (this should be the General Manager and Deputy General Manager) at any one time ensuring rules for social distancing are followed. Face masks must be worn when they cannot social distance from each other. Desks should be moved to ensure they are as far apart as possible. Extra chairs should be removed from the main office. Windows should be open to aid ventilation when weather permits.

Only one person at any one time in the merchandise/Meeting room, foyer and accounts offices and whoever uses these offices must make sure the table/desk etc they have been using are kept clean and wiped with anti-bac etc items provided.

Visitors (including Trustees)

Should be kept to a minimum and possibly one at a time. All visitors should notify the General Manager or Deputy General Manager when they are coming to ensure we do not end up with too many people in the office.

Those that assist the charity, which includes trustees, should be allocated desk space in one of the other rooms. These rooms have a maximum person limit of one. All visitors must hand sanitise on entering and regularly throughout their visit. Desks, phones, door handles, light switches and kitchen appliances/touch points should be disinfected after the person leaves the room or in the case of desk space when they leave for the day so it can be used by another person. All visitors must wear face coverings/masks.

Meetings

Where possible, these should be by video conference call. The office has Microsoft office so we could use "teams"