ELEMENT : ALL

Date: 05<sup>th</sup> MAY 2020

Review Date: 04<sup>TH</sup> May 2021

Assessed By : Liam Shaw

No	Area of Concern / activity / element	Hazards Identified i.e. what can cause harm?	Existing controls	Residual risk yes/no	Additional controls required	Residual risk yes/no
1	Hand sanitation at entrances and exits	No sanitising facilities increases the risk of the spread of Covid-19	Hand sanitisers at ALL entrance and exit locations	NO	NO	NO
2	Handwashing facilities in the Centre	Insufficient handwashing stations off site to control Covid-19	Handwashing facilities identified throughout the building	NO	NO	NO
	Handwashing facilities on activity locations	Insufficient handwashing stations off site to control Covid-19	N/A	NO	NO	NO
3	Human contact	Covid-19	N/A	YES	NEW No handshaking policy	NO
4	Human Contact	Covid-19	Government guidelines re social distancing (2metre distance) have been implemented	NO	NO	NO
5	Human Contact	Risk of spreading infection	N/A	YES	Buffs supplied to all staff working with clients	

6	Staff not willing to return to work	No Staff	N/A	YES	Letter of comfort for staff returning. Training plan for staff returning	NO
7	Multiple users of office equipment	Risk of spreading infection	Single designated user policy adopted	NO	NO	NO
8	Multiple users of crockery etc.	Risk of spreading infection	N/A	YES	Each staff member to use own cup. Eating utensils to be washed after EACH use	NO
9	Reemployment of staff	Infection	N/A	YES	All staff to fill in and sign return to work questionnaire	NO
10						