

<b>What Are The Hazards</b>	<b>Who Might be harmed</b>	<b>What you are already doing to control the risk</b>	<b>What further action do you need to take to control the risk</b>	<b>Who needs to carry out the action</b>	<b>When is the action needed by</b>	<b>Done</b>
Exposure to Covid19	Staff, Trustees, Tenants, customers & the general public	Implementing a two meter distance rule in the corridors.	Installing distance markers on all corridor floors. Putting signs up to explain the procedures	The Fisherrow Trust	Before opening	Done
Exposure to Covid19	Staff, Trustees, Tenants, customers & the general public	Implementing a two meter distance rule within rooms.	Installing distance markers on all room floors. Putting signs up to explain the procedures	The Fisherrow Trust	Before opening	
Exposure to Covid19	Staff, Trustees, Tenants, customers & the general public	Implementing a two meter distance rule within rooms.	Ascertain how many people may enter a room at any one time to allow 2 metre distancing.  Putting clear notices on doors to show how many people may enter at any one time.	The Fisherrow Trust	Before opening	
Exposure to Covid19	Staff, Trustees, Tenants, customers & the general public	Implementing a one-way system in and out of the Main building GROUND FLOOR: Visitors should enter by the front door and exit by the fire exit at the end of the ground floor corridor into the side lane.	Installing markers/signs on all corridor floors  Putting up signs to explain the procedures  Blocking the lane off from vehicular access to avoid the risk of injury or accident when exiting the building.  Installing Bollards at either end of the lane and putting up signs to inform traffic and pedestrians of the new rule.	The Fisherrow Trust	Before opening	

Exposure to Covid19	Staff, Trustees, Tenants, customers & the general public	Implementing a one-way system in and out of the Main building FIRST FLOOR: Visitors should enter by the front door and proceed up stairway 1 and exit down stairwell 2 and out into the back carpark.	Install markers/signs on all corridor floors  Putting up signs to explain the procedures.	The Fisherrow Trust	Before opening	
Exposure to Covid19	Staff, Trustees, Tenants, customers & the general public	Implementing a one-way system in and out of the ANNEX Building:  Visitors should enter by the front door and exit by the fire exit next to the stairwell on the ground floor.	Installing markers/signs on all corridor floors  Putting up signs to explain the procedures	The Fisherrow Trust	Before opening	
Exposure to Covid19	Staff, Trustees, Tenants, customers & the general public	Implementing a Track and trace system  FOR GROUPS AND CLASSES	Everyone who enters the building must adhere to the track and trace systems.  Groups and Classes will be required to fill in a form detailing all of the people in their group/room at EACH session.  Completed forms should be deposited in a safe box at the exit. The box will be opened each morning and kept securely in the	The Fisherrow Trust  Trust Administrator will hold securely and then dispose of data  Individuals/group leaders will fill in the data and deposit in the box.	Daily collection of data	Done

			office for 21 days after which time forms will be disposed of  Put signage up to explain the procedures			
Exposure to Covid19	Staff, Trustees, Tenants, customers & the general public	Implementing a Track and trace system for visitors and tradespeople.	Everyone who enters the building must adhere to the track and trace systems.  Visitors will be required to fill in a form with their name and contact details.  Completed forms should be deposited in the safe box at the entrance.  The box will be opened each morning and kept securely in the office for 21 days after which time forms will be disposed of.  Put signage up to explain the procedures	The Fisherrow Trust  Trust Administrator will hold securely and then dispose of data  Individuals will fill in the data and deposit in the box.	Daily collection of data	
Exposure to Covid19	Staff, Trustees, Tenants, customers & the general public	Implementing a Track and trace system for ALL Visitors and Staff	Everyone who enters the building must adhere to the track and trace systems.  The Fisherrow Trust is registered with NHS Test & Protect. This will be introduced IN ADDITION to the paper forms.  Posters and QR Codes to enable ALL visitors to the centre to download the app and use the system will be	The Fisherrow Trust  Individuals can scan the codes and should anyone test positive the Trust will be informed via text message by NHS Test and Protect.	Daily collection of data	Done

			displayed extensively throughout both the Main Building and The Annex.  Put signage up to explain the procedures.			
Exposure to Covid19	Staff, Trustees, Tenants and customers, general public	Providing Hand Sanitising Stations	Install dispensers and provide alcohol hand gel at the entrance and throughout the building.  Put signage up to inform people to sanitise as soon as they enter the building.	The Fisherrow Trust will install.  All individuals should comply.	Before opening	Done
Exposure to Covid19	Staff, Trustees, Tenants and customers, general public	Policy on the use of toilets	Anyone using toilets must clean the seats and sinks/taps with disinfectant wipes before leaving the toilet each time it is used.  Put up signs to explain the procedures.	Trust will provide wipes in each toilet  Tenants, visitors, Trustees and centre staff to adhere to procedures	Before opening  Every time the toilets are used.	
Exposure to Covid19	Staff, Trustees, Tenants and customers, general public	Policy on the use of kitchens  Kitchens will be out of bounds until restrictions are more fully eased.  No cooking or foods stored in fridges.	Tape over kitchen doors to show these kitchens are clearly not in current use.  Put up signs to advise of same.	The Fisherrow Trust	Before opening	
Exposure to Covid19	Staff, Trustees, Tenants and customers, general public	Policy on the use of other kitchens WITHIN Tenants rooms	Tenants will be responsible for cleaning their own kitchen areas in line with their own risk assessments.	Tenants in relation to their own rooms.	Before opening	

		<p>These may be used for tea and coffee making only.</p> <p>No cooking or foods stored in fridges.</p>				
Exposure to Covid19	Staff, Trustees, Tenants and customers, general public	Policy on the wearing of Masks in public areas.	Masks should be worn in all public areas/corridors unless exempt.	Everyone in the building.	All times in public areas	
Exposure to Covid19	Staff, Trustees, Tenants and customers, general public	Policy on the wearing of Masks in rooms.	Once groups and tenants have entered their room, wearing of masks will be at their own discretion in line with their own risk assessment. All will still be required to sit at a 2m distance during level 2 restrictions.	All groups and visitors	Whilst in the booked rooms.	
Exposure to Covid19	Staff, Trustees, Tenants and customers, general public	Ventilation	At least one window will be kept open within rooms. These should NOT BE SHUT.	The Fisherrow Trust will open doors and windows.		
Exposure to Covid19	Staff, Trustees, Tenants and customers, general public	Customers and Tenants Risk Assessments in addition to the above general procedures	A risk assessment will be required from each tenant and group before re-commencing activities.	<p>All groups to provide a copy of their own risk assessment at the time of booking.</p> <p>The Fisherrow Trust will hold this securely in the office.</p>		

**NOTE: This Risk Assessment will come into force from 17<sup>th</sup> May during level 2 Restrictions. Further risk assessment will be drawn up as when and restrictions ease.**