

Age UK Bury Covid-19 Risk Assessment for the Activities & Events

What is the risk	Infection of Coronavirus
Who is at risk	Employees, Tutors, Volunteers, Members
What is the risk of infection	High
Responsibility	Chief Officer / Office Manager

Steps we are taking to reduce the risk of infection


- All staff, tutors, volunteers, members and visitors are asked not to enter the premises if they are feeling unwell.
- Sanitizer will be available throughout the building.
- All staff and volunteers will be asked to wash their hands or use sanitiser every 20 minutes or more often if they handle money or touch items or surfaces.
- Staff, volunteers and tutors will be encouraged to complete twice weekly lateral flow tests.
- Face masks, visors and gloves are available for all staff.
- Disposable facemasks are available to all.
- Where possible, windows and doors will remain open to maintain ventilation of the building.
- Posters promoting social distancing and hand washing will be displayed.
- Wipes or cleaning products will be available for activities where they are required.
- Where water is provided, disposable cups will be offered, and a disposal bin will be provided.

- If any staff, tutor, or volunteer becomes unwell, they are to report this to the Chief Officer or Office Manager by telephone at the earliest opportunity. If the illness includes a high temperature, a new, continuous cough and/or a loss or change to their sense of smell or taste, they are required to get a PCR test to check if they have coronavirus and stay at home until they get their result.
- If any staff member, tutor, or volunteer receives a positive Covid-19 result, they must report this to the Chief Officer / Office Manager at the earliest opportunity.

Review of this assessment

- Staff and volunteers may raise their concerns with the Chief Officer or Office Manager.
- Staff, tutors and volunteers will meet regularly to review the operation of the office.

Risk Assessment completed: 1st September 2021 by Michelle Goodwin, Age UK Bury.

Signed		Andrew Hazeldine Chief Officer Age UK Bury	1/9/2021
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To be reviewed periodically to ensure compliance updated government guidelines.

Date to be Reviewed	Reviewed by	Actions required
1st October 2021		
1st November 2021		
1st December 2021		
3rd January 2022		