

COVID-19 Risk Assessment Form

Event Name:	OFFICE	Date:	Reviewed 14/07/20	Venue:	AGE UK Faversham & Sittingbourne
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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19	<ul style="list-style-type: none"> • Staff • Visitors • Contractors • Drivers 	Guide for Social distancing and hygiene (handwashing with soap and water often, for at least 20 seconds) should be followed	Organise work areas so that staff can work 2m apart where possible.	Managers	JULY 2020	June 2020
		Reduce face to face working	Work side by side and adhere to social distancing of 2 m	Managers and staff	JULY 2020	June 2020
		Minimise the amount of staff working in one area.	Provided signage to remind people to keep a 2 m distance.	Managers	JULY 2020	June 2020
		If a member of staff is experiencing a temperature over 37 deg C and/or other known Covid symptoms staff will be advised to return home and seek medical advice.		All staff	July 2020	June 2020
		Staff can receive testing via local hospital sites. All bookings to be made via directions given by Chief Executive Officer		All staff	July 2020	June 2020
		Cleaning: keeping work area clean to and prevent transmission by touching contaminated surfaces	Clean and disinfect surfaces at the end of each day or when equipment is shared.	All staff	July 2020	MARCH 2020

		Good hygiene; frequent hand washing with soap and water for 20 seconds or hand sanitizer.	Notices to remind staff of good handwashing technique.	All staff	July 2020	MARCH 2020
		Break times/communal areas, to be staggered to retain social distancing.		All staff	July 2020	MARCH 2020
		Track & Trace process in place in reception and daycentres, all visitors, contractors, delivery drivers	Staff to insure that the Track & Trace form is completed and held for 21 days as per government guidelines.	Managers & staff	July 2020	July 2020

Name of person completing Risk Assessment (printed): Clare Burgess... signature: Date: ...Revised 14/07/2020.....