

## COVID-19 Risk Assessment Form

<b>Event Name:</b>	PEOPLE ENTERTING PREMISES	<b>Date:</b>	18.5.20	<b>Venue:</b>	GRAVESEND
--------------------	---------------------------	--------------	---------	---------------	-----------

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19	Staff/Visitors/Contractors Vulnerable groups, elderly, pregnant worker or, those with underlying health conditions Anyone else who comes into the building	<p>Use of sanitising gel as soon as someone enters the building</p> <p>Staff encouraged to protect their skin by use of applying hand cream regularly.</p> <p>Only 2 people in reception at any one time and to be 2 metres apart.</p> <p>Perspex screen around reception desk.</p> <p>Contractors to be given PPE if they do not have their own when working in the building.</p> <p>Delivery drivers to maintain a 2 metre distance when delivering goods</p> <p>Only 2 people in toilets at any one time. Handwashing soap and paper towels to be available at all times</p>	<p>Employees etc to be reminded to either wash their hands or use gel provided.</p> <p>Tissues to be provided throughout the workplace to catch sneezes and coughs.</p> <p>Posters, leaflets and other materials are on display in reception reminding visitors and staff to follow guidelines.</p> <p>Staff to ensure contractors keep to the social distancing guidelines.</p> <p>Welfare facilities are made available to drivers and contract workers</p>	<p>Management and deputies</p> <p>Management &amp; deputies</p> <p>Management and deputies</p> <p>All staff</p> <p>Receptionist</p> <p>All staff Cleaning operative</p>	<p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p>	


Name of person completing Risk Assessment (printed): CHRISS MONKS

Signature: ...CHRISS MONKS..... Date: JUNE 2020.....