**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each centre users should consider their own unique circumstances when producing their own risk assessment. Much more specific assessments, such as that for elderly people, may look quite different although many of the principles would still be relevant.

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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 Coronavirus | * **Hirers**
* **Visitors to your premises**
* **Cleaners**
* **Contractors**
* **Vulnerable groups – Elderly, those with existing underlying health conditions**
* **Anyone else who physically comes in contact with you in relation to your business**
 | **Hand Washing*** Hand washing facilities with soap and water in place.
* Stringent hand sterilisation taking place.
* See hand washing guidance.
* <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
* Gel sanitisers in any area where washing facilities not readily available

**Cleaning**Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.**Social Distancing**Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency<https://www.publichealth.hscni.net/news/covid-19-coronavirus> <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> Redesigning processes to ensure social distancing in place. Social distancing also to be adhered to in all activities.**Wearing of Gloves and masks**Where a hirers Risk Assessment identifies wearing of gloves or a mask or face shield as a requirement of the class they should supply the appropriate items. **Symptoms of Covid-19**If anyone becomes unwell with a new continuous cough or a high temperature after attending a class at the centre they must notify their class instructor who will in turn notify a Director as soon as possibleIf advised that a centre user or member of public has developed Covid-19 and were recently on our premises, the management team of the workplace will contact the appropriate Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | * Centre users to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with hands free dryers. Signage in place
* Centre users to be reminded to use the hands free sterilisers provided on a regular basis. Signage in place
* Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Centre users to take home any contaminated material if possible or double bag it before putting in the centres rubbish bins.
* To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
* Centre users are required to mop the floor with an antiviral floor cleaner after they have used the hall. Antiviral wipes are provided for users to wipe down surfaces they or their class have touched.
* The premises are fully cleaned every week . Floor, surfaces and fabric upholstery is cleaned and sanitised.
* Posters, leaflets and other materials are available for display.
* <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
* Use of the hall is limited to the number of people allowed by government guidelines based on hall area. This is 14 plus an instructor for exercise classes and 30 people for a seated activity. Social distancing to be observed at all times.
* Each potential booking will be assessed against government guidelines as to the number of people permitted.
* Centre users are instructed to use a one way system, exiting by the rear doors and the class instructor to lock doors and sterilise the handle after people have left.
* Hirers are asked to remind their class attendees that only one person at a time should use the toilet facilities.
* Rigorous checks will be carried out by the Directors to ensure that the necessary procedures are being followed.
* There is no requirement in government guidelines for centre users to wear masks or for the centre to provide them. This is at the discretion of the hirer if they wish their class attendees to wear a face covering.
* Hirers are required to keep a list of class attendees, this must be kept for at least 3 weeks and must be made available to Directors should there be a Covid case potentially linked to the centre.
* The Glebelands has in place a Covid19 Actions Plan to deal with any possible Covid case that might be linked to the centre. This is available on our website

[www.glebelandscentre.co.uk](http://www.glebelandscentre.co.uk) |  Directors    | 10/8/2020 |  |