



COVID SECURE RISK ASSESSMENT

Branch:	Attree & Kent Brighton	Date of assessment:	16/06/2020	Assessment No:	CS1
Branch Code:	205	Review Date:	16/12/2020		

No.		Description of Space	Steps Taken to Control risk of COVID-19 Transmission	Level of Risk (Likelihood x Severity)			Available resources
				High	Med	Low	
1	Access / Exit from Branch	Front door to and from Building	Wait and Allow time & space for people to enter / exit with sufficient space			x	Door Signs Hand Sanitiser
2	Reception area	Large enough for 2 visitors	No More than 2 People from Same household. Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter. Keyboard / Mouse / Phone / Desk wiped down every morning and evening and when user changes			x	Signs Hand Sanitiser Surface disinfectant wipes Face Coverings Tissues (CPJ)



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3	Arrangement Room	Large enough for up to 2 visitors whilst still maintaining 2m social distancing.	<p>Follow the guidance on hand washing and hygiene.</p> <p>Do not shake hands, hug or otherwise make physical contact with visitors. Maintain 2m social distancing.</p> <p>No more than 2 visitors (who must be from the same household) to enter the room.</p> <p>Appropriate use of PPE and display signs to remind colleagues & visitors of social distancing guidance.</p> <p>Surfaces wiped down with Anti- Bac Spray after meetings have finished specific attention to surfaces such as wood or metal.</p>			x	<p>Hand Sanitiser</p> <p>Tissues (CPJ)</p> <p>Signs</p>



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4	Toilet	Toilet 1 Person Max	Display 'Wash Hand' Signage Disinfect on a regular basis throughout day. Disinfect Door and Furniture			x	Soap & Paper Towels Surface Cleaner Hand Wash Signs
5	Kitchen Area	Separate kitchen area	Regularly cleaned and wiped down with anti bac wipes Ensure shared products such as milk, butter Containers etc. are cleaned with anti-bac regularly Ensure cutlery, cups, plates and utensils are thoroughly cleaned using dish washer			x	Reminder Signs paper Towels Washing up Liquid Hand Soap



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6	Mortuary	Body Storage Area Only accessible by colleagues	Area cleaned and Maintained by In House Embalmer Hand sanitiser to be used on entering / exiting mortuary & after Doffing PPE PPE Signage on Display, staff to make themselves familiar	N/A	N/A	N/A	Wall Mounted hand sanitiser. Signage H&S Information displayed Sink, with Soap and paper towels Clinical waste disposal
							Updated AJH 9/7

Completed By: Chris Arnold 16th June 2020