



# COVID SECURE RISK ASSESSMENT

<b>Branch:</b>	Attree & Kent Hove	<b>Date of assessment:</b>	11/06/2020	<b>Assessment No:</b>	CS1
<b>Branch Code:</b>	201	<b>Review Date:</b>	11/12/2020		

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				Door Signs Hand Sanitiser



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2	Reception area	Large enough for 2 visitors	<p>Social distance markings to be placed on the floor to allow for social distancing between visitors signing in and receptionist (receptionist to sign in visitors to prevent cross contamination using pens etc.)</p> <p>Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.</p> <p>No More than 2 People from Same household.</p> <p>Keyboard / Mouse / Phone / Desk wiped down every morning and evening and when user changes</p>				<p>Signage</p> <p>Hand gel / sanitiser</p> <p>Disposable face coverings</p> <p>Anti-Bac Spray</p>



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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 &amp; 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>				<p>Hand gel / sanitiser</p> <p>Tissues</p> <p>Disposable face coverings</p> <p>Anti- Bac Spray</p> <p>Signage</p>
4	Toilet (Upstairs)	Disabled toilet 1 Person Max	<p>Display 'Wash Hand' Signage</p> <p>Disinfect on a regular basis throughout day.</p> <p>Disinfect Door and Furniture</p>				<p>Soap &amp; Paper Towels</p> <p>Surface Cleaner</p> <p>Hand Wash Signs</p>



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5	Kitchen Area	Small Cupboard in arrangement Room	Can not be used when arrangement in progress  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 or hot water and washing up liquid.				Reminder Signs  paper Towels in place of tea towel  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				Wall Mounted hand sanitiser.  Signage  H&S Information displayed  Sink, with Soap and paper towels  Clinical waste disposal

Completed By: Terry Stannard 11<sup>th</sup> June 2020

Revised: AJH 28/7