

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
COVID-19 being spread to others	<p>MSBC room users contracting the virus and spreading to others</p> <p>Staff and volunteers contracting the virus and spreading to others.</p> <p>Contractors, Delivery personnel contracting the virus and spreading to others.</p>	<ul style="list-style-type: none"> ↳ Providing hand sanitiser at the accessible entrance, in the café, outside the toilets, outside the administrator's office and all booked rooms. ↳ Ensuring the minimum amount of staff, room users and volunteers are on site. ↳ Providing antibacterial hand wash in all toilets. ↳ Ensuring social distancing is observed and room users wipe down furniture used. ↳ Ensuring regular cleaning is completed of door handles, handrails, push plates and toilets ↳ Installing Sneeze Guard screens to protect café and office staff. ↳ Providing staff and volunteers with Covid Visors. ↳ Arranging deliveries to be made outside café operating times. ↳ Opening windows to allow ventilation. 	Centre Manager and other staff to remind room users of social distancing and hand sanitiser use.	All Staff, Covid responsible person for room bookings and room users	On-going until new guidance is provided by PHE	
There are times when the Open House Centre may become busy. At this time social distancing may become more difficult.	Staff or room users may contract the virus if social distancing is not observed	Ensuring that room users following the social distance protocols and leave the building immediately after use.	<p>Centre Manager to ensure room users understand the maximum capacity to ensure compliance with current Covid regulations.</p> <p>Centre Manager to be ready to make a decision on refusing future bookings or re-entry after a break to any room user group that does not comply with social distancing.</p>	Centre Manager	On-going until new guidance is provided by PHE	

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There is a risk of people unknowingly transmitting coronavirus.	Room users	Providing Track and Trace QR code and requiring each group to have a Covid responsible person who will maintain a register or advise room users to scan the QR code A one way system is in place for larger groups.	Covid responsible person for each group to keep the record for 21 days and then destroy it before 28 days.		On-going until new guidance is provided by PHE	
Staff contracting the virus and spreading to others	Other staff members and room users	Maintaining social distancing in the workplace wherever possible. A one way system is in place for larger groups.	<ul style="list-style-type: none"> ↳ Ensuring the minimum amount of staff are on site to provide a safe environment ↳ Hand sanitising solution available for all ↳ Antibacterial hand wash and paper towels available in each toilet. ↳ Allowing staff to work from home as much as possible and volunteers to work in small separate teams. 	All Staff	Ongoing as new guidance is provide by PHE	

MSBC Covid Risk Assesement

Date carried out: 12/04/2021

To be reviewed as government regulations are updated