

MDCVS MEETING ROOM RE-OPENING RISK ASSESMENT
v1 14TH July 2020

Carried out by: MDCVS Director Sarah Troop,
 Review Date: 14th Aug 2020

What are the hazards?	Who might be harmed?	Controls required	Action by who?	Action by when?	Done
Spread of Covid-19 coronavirus	<ul style="list-style-type: none"> • Staff/volunteers • Visitors to the premises • Peoples extended network 	<p><u>Handwashing</u></p> <ul style="list-style-type: none"> • Handwashing facilities are available with signage for staff and visitors on technique. • All staff and visitors required to hand wash on arrival for 20 seconds • Paper towels available for drying hands • Gel sanitizers in areas where handwashing is not available 	Sarah Troop, Director	Before room hire re-opened.	14.7.2020
		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaning process for before and after meeting room use. • Particular focus on cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using 	Sarah Troop, Director	Process in place before room hire re-opened. Cleaning tasks to be completed daily and before/after hires	14.7.2020

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		<p>appropriate cleaning products and methods.</p> <ul style="list-style-type: none"> • Cleaning products available to room hirers 			
		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Meeting room hire to be limited to 3 people from 2 households or bubbles. • Room layout to be marked out with 2m social distancing observed for 1:1 and 2:1 meetings as required. • Staggered arrival times to be required by hirers to avoid bottle necks in doorways • Staff to avoid doorway areas at arrival and exit times • Signage reminding visitors to socially distance on display 	Sarah Troop, Director	In place before room hire re-opened.	14.7.2020
		<p><u>Infection Control</u></p> <ul style="list-style-type: none"> • Hirers advised that kitchenette area is for handwashing only and no food or drink preparation should take place 	Sarah Troop, Director	Written into terms and conditions for meeting hire and	14.7.2020

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		<ul style="list-style-type: none">• All food and drink brought onto the premises by hirers should be ready to consume and any rubbish removed from the site with the hirer• All hirers <u>must</u> have a risk assessment covering their activities whilst at the MDCVS offices to be available on request• Hirers must ensure they have the contact details of all visitors to the MDCVS offices and these are retained for 21 days to comply with test and trace• Hirers are advised to observe Government guidance in relation to self-isolating with symptoms.		agreed with each hire.	
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