



COVID-19 Risk Assessment (Visitors)

Assessed by:	Date assessment carried out:
Allen Lindsay\ Chairperson\ Knightswood Community SCIO	05/09/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action needed by?
Spread of Coronavirus (COVID-19)	<p>Visitors to the Centre risk becoming infected by coronavirus by being in close contact with someone who has been infected or by touching surfaces that have been contaminated by someone infected.</p> <p>Note: Visitors to the Centre include let holders, user group members, contractors, and anyone else who enter the building except staff, who have a separate COVID-19 risk assessment.</p>	<p>Providing hand washing facilities with soap, water, and paper towels.</p> <p>Hand sanitiser rub dispensers for use by visitors are located at the Centre's main entrance. These dispensers are regularly refilled.</p> <p>Surfaces which are touched regularly (door handles, tables, chairs, etc) and objects (shared pens, etc) are wiped clean using disinfectant.</p> <p>Arranging seating at meetings to ensure participants can sit at least 2 metres apart.</p> <p>Limiting visitor numbers in each room including toilets to ensure social distancing is adhered to.</p> <p>Implementing a one-way system through the Centre with clear signage to enable social distancing to be maintained.</p> <p>Displaying relevant warning notices in key places, hand-washing points, foyer, and toilets.</p>	<p>The main entrance shall always be kept clear to allow safe access/ egress of the Centre.</p> <p>Visitors shall wait at a designated location on the pathway outside the Centre until they are invited by a member of staff to enter the premises.</p> <p>All new visitors to be given a safety induction which includes the following:</p> <ul style="list-style-type: none"> • Explanation of the physical distancing rule to ensure that a distance of at least 2 metres is maintained between any persons on the premises (except between two members of the same household, or a carer and the person assisted by the carer). • Advised which toilets are to be accessed (depending on the hall/ room the visitor is using). • Action to be taken to evacuate the Centre in the event of a fire alarm. 	Facilities Team	11/09/2020

Knightswood Community Centre 📍 201 Alderman Road 📍 Glasgow G13 3DD 📞 Tel: 0141 959 9419



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		<p>Allocating a room where someone who is feeling unwell with the symptoms of coronavirus can be safely isolated. Anyone who starts to feel unwell will be placed in the isolation room. They will be offered a mask so that they can get home safely, and if appropriate, arrangements made for a relative or friend to collect them.</p> <p>Ensuring all visitors have provided contact details and are advised their details will be shared with the NHS if they become ill with the symptoms of coronavirus. Anyone who does not agree to this condition shall not be allowed access to the Centre.</p> <p>Retaining the names and contact details of all Centre visitors for 21 days. This will assist NHS Scotland's Test and Protect service to identify and contact individuals who may have been exposed to the virus.</p> <p>All visitors to the Centre are required to wear face coverings except when an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering (for example, when eating or drinking or exercising).</p>			

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