**Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.** This is a draft copy of a **Risk Assessment for volunteers prior to go into site to prepare for re-opening** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances.

Site – Bilston Community Centre Name of Group or user………………………………….Max no of volunteers on-site at any 1 time --

Proposed days of use –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| * Volunteers * Anyone else who physically comes in contact with you in relation to your business | **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. | Rigorous checks will be carried out to ensure that the necessary procedures are being followed. | Volunteers |  |  |
|  | If anyone becomes unwell with a new continuous cough or a high temperature or has a loss of taste in the workplace they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with volunteer’s members during this time.  If advised that a member of volunteers or public has developed Covid-19 and were recently on our premises (including where a member of volunteers has visited other work place premises such as domestic premises), the community association team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take |  |  |  |  |
|  | **Symptoms of Covid-19**  advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> |  |  | Volunteers |  |
| Any site specific issues |  | This could include any area where volunteers may congregate i.e. kitchen | Practice social distancing and reduce number of volunteers | Volunteers | To comply with Council requirements, food or drink prepared on the premises You may bring your own food and drink or have a delivery, you must appoint 1 person to serve food **buffet style is not allowed.** |