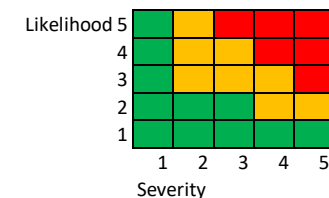


Site Congress House
Area Reception
Persons at risk BSA staff and Maintenance team
Specific threat Covid 19



Risk Item	Area/Access/Task use & method statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Meeting and greeting occupiers and visitors in reception	Contact with visitors	high	medium	15	Cordon off reception area to enforce 2 metre rule. All visitors and occupiers to visit site by arrangement with reception only. signage in place reminding all visitors of the 2m rule. Perspex screens to be installed to protect receptionist staff	low	Medium	3
2	Getting to and from workplace - particularly using public transport	Travel to and from work, potentially using public transport	high	medium	15	All staff, where possible to drive to work to avoid using public transport. Two members of staff to use public transport and ensure social distancing	Low	Medium	3
3	Team of 5 people use one set of keyboard/mouse at each reception desk.	Shared equipment use	High	medium	15	purchase 5no sets of desktop IT equipment. check with IT if wireless or wired kit would work best given numbers. provide sealable bags for each BSA to store equipment in.	Low	Medium	3
4	Team of 5 people use one desk and walk around the building	Contact with desk and Other objects in building	High	Medium	15	Provide front of house with PPE to reduce risks, masks, gloves, antibac gel, handsoap, antibac wipes to clean desk with	Medium	Medium	9
5	Post - receiving incoming goods/letters	contact with objects being received from external sources that could carry the virus	high	medium	15	provide PPE for the BSA team to wear, gloves and masks, while incoming goods/post received is distributed. Provide antibac wipes/sprays to sanitise incoming items. Team to use gloves when sorting and franking outgoing mail also.	Low	Medium	3
6	Use of radio equipment	Shared use of radio equipment could cause contamination	high	medium	15	Ensure all radio users have their own radio and that these are not shared. Antibac wipes to be made available so these can be cleaned after each use and before charging.	low	Medium	3