

North Warehouse Civic Suite – Risk Assessment

Service Area	North Warehouse 3 rd Floor				
What are the hazards?	Spread of Covid-19 Coronavirus and General Staff and Members Safety				
Who might be harmed?	Staff, and Members and visitors				
Risks	Controls	Additional Controls	Action by who?	Action by when?	Done
<p>Background - This is the top floor of North Warehouse and is the venue for our Civic Functions and Committee and staff meetings, often with the attendance of external visitors. The access from ground level is from a single access core with a staircase and one lift. The Fire escape staircase goes from the Council Chamber to the outside. All the accesses are shared with the occupiers of the serviced office suites on the floors below and we do not have day to day control of their use of the building.</p> <p>Contracting Covid 19 as a result of inadequate safety procedures or by failure of individuals to follow the rules and guidelines</p> <p>Who is at risk?</p> <p>1.1 Staff 1.2 Members 1.3 Visitors</p>	<p>The access to the buildings will be restricted and only available through the booking system.</p>	<p>Staff can book the rooms through a new booking form which has been created to sit on GlosNET, https://forms.office.com/Pages/ResponsePage.aspx?id=58Fcq5fCqku6is2vONE4Fco4jPatzchLtBFHxHx-iwtUNUHJOFoxT0ROTVpPTIBaTFlyODdaTjdSRyQIQCN0PWcu</p> <p>Access to the rooms calendar for North WH will be restricted to Business Services who will review the forms and maintain the calendar. Access to the room booking calendar will be read only apart from Business Support and the Custodians who will update the Calendar. The booking forms will be deleted after a 21 day period.</p> <p>Members, will be able to access the forms via the internet, but Business Support can provide guidance if necessary. Rooms will not be available for use at the weekend and in the evenings only by the prior agreement of the custodians.</p> <p>The new booking form will contain details of the maximum capacity of the room and the number of attendees for each meeting which BS will monitor and custodians will monitor on site,</p> <p>Custodians will monitor the room booking system and signs will be put on the door after use to read “Room unavailable for use, space requires cleaning.” Our cleaners will visit the North Warehouse every weekday, clean the common areas and facilities and clean any used room and change the sign over to read “Room cleaned/sanitized and available for use”</p> <p>Hand sanitizer to be set up in the lobbies on the third floor.(one at the head of the stairs outside the lobby door and another in the lobby outside the lift) a table with a signing in book will be set up in the lobby for Staff to sign in along with forms for all guests to provide full contact details for track and trace.</p> <p>There will also be forms for each attendee to complete with a declaration that they do not currently have any Covid -19 symptoms or have recently been in contact with anyone diagnosed as carrying the virus or displaying the symptoms. Custodians will collect and store the forms for future reference for a 21 day period after which they will be securely destroyed.</p>	<p>Everyone – all staff, members etc.</p> <p>Business support</p>	<p>Prior to reopening of the third floor</p>	
	<p>To allow cleaning and sanitizing of any used space, normally each room will only be booked once in any one day.</p>	<p>Custodians</p>	<p>Prior to reopening of the third floor</p>		
	<p>The custodians will monitor the room bookings, will be responsible for checking the use of the space and that used rooms are labelled accordingly.</p>	<p>Custodians and all visitors</p>	<p>Prior to reopening of the third floor</p>		
	<p>To maintain social distancing the maximum room capacity is as follows</p> <p>Civic Suite (Full Council meeting) 24 X Councillor’s and Officer’s / 6 X Public seated area. 30 in total Civic Suite (Normal meeting layout) 20</p>	<p>Custodians</p>	<p>Prior to reopening of the third floor</p>		
	<p>Meeting Room 1 : 8 Meeting Room 2 : 4 Sheriffs Room : 6 There will be an overall maximum for this floor of 30 at any one time.</p>				

	Access to the Third Floor	Signs to be put on the staircase to remind the users to maintain social distance and allow other users going in the opposite direction to pass on the landings. Signs will be put on the lift to say one person at a time. We will review the room capacities to keep them in line with Government guidance and based on experience when the space comes back into use.	Everyone		Done
	The Mayor and Sherriff will no longer be able to have uncontrolled access to use the parlor without a prior booking.	They can arrange access to the parlor through BS or direct to the Custodians (this room is not generally available to staff for meetings). Again, it will only be available for use once a day and a similar sign will be used	Mayor, Sherriff Business support and Custodians		
	At all times when staff are on site there will be a custodian either in the Building or available by mobile at other times to maintain control the third floor will be kept locked and alarmed.	The custodians name on duty will be displayed in the corridor along with their mobile number.	Custodians	Prior to reopening of the third floor	
	The toilets are available on the third floor the other toilets and the kitchen facilities are not to be used and teas & coffee are not available at meetings.	The third floor toilets will be cleaned daily by our staff cleaners and hand sanitizers and wipes/disinfectant spray will be provided for staff to clean any WC before and after they use it.	Everyone – all staff, members and cleaners	Prior to reopening of the third floor	
	Contractors will only be allowed in the building when there are no staff on site	Asset management will liaise with the custodians over access.	Custodians and Asset Management		