

RISK ASSESSMENT

Access and Exit of Day Facility	Date of Assessment: 10/03/21	Risk Assessor: Sheila Hewitt
Title: Building Access, Arrival and Exit	People Involved in Making This Assessment: Sheila Hewitt, Daniel Cheesman, Paula Jordan-Matthews	
Task or Process: To mitigate risks to members, staff, and volunteers.	People at Risk: Persons using this day facility	
Date of next review: 10/03/21		

Hazard (hazard and description): Managing Members arriving		
Control Measures (existing): Devising this new form to undertake any relevant changes to each members' needs and underlying health issues after Covid-19.		
Further Control Measures Required:	Assigned To:	Due Date:
<ul style="list-style-type: none"> Staff will greet taxi and community support drivers in Paul's Place car park 	Staff	Ongoing
<ul style="list-style-type: none"> Staff to instruct drivers to wait until they are asked by staff to leave 	Staff	Ongoing
<ul style="list-style-type: none"> Staff will ask members three questions relating to their health whilst in the car park 	Staff	Ongoing
<ul style="list-style-type: none"> Staff will take the members temperature in the car park. If reads as 38.7 or above staff will ask the member to return home in the taxi, they came in (unless we are aware that Member is prone to a high temperature due to their medical condition). 	Staff	Ongoing
<ul style="list-style-type: none"> If Members temperature is under 38.7 staff will ask the member to proceed into the day facility and wait by the pool table where the 	Staff	Ongoing

<p>members hands, rollator, Zimmer frame, electric and manual wheelchairs will be sanitised by a different member of staff.</p> <ul style="list-style-type: none"> Members who use a Zimmer or rollator will be offered a chair to sit on, while their Zimmer or rollator will be sanitized by staff. Staff must ensure the handles or wheels of their Zimmer or rollator is dry before the member stands up to use it. 		
<ul style="list-style-type: none"> Staff will remind members of the one-way system to enter and exit the building. Entrance is through the main black double doors. Exit is through the skittle alley fire exit. The exit ramp must be pushed up to the right-hand side of the skittle alley exit against the wall, staff to supervise the members exit. 	Staff	Ongoing

Review Date:	Reviewer:	Comments:
25/11/20	SH	No changes
23/03/21	PJM/DC	Some changes