North Warehouse Risk Assessment	
Service area	North Warehouse 3 rd Floor
What are the hazards?	Spread of Covid-19 and general staff and members safety
Who might be harmed?	Staff, members and visitors

who might be named: Stan, members and visitors							
Risks	Controls	Additional controls	Action by who?				
Background - This is the top floor of	Access to the meeting rooms will be	Staff can book the rooms through a booking form which is located	Everyone – all				
North Warehouse and is the venue for	restricted and only available through	on GlosNet.	staff, members				
our Civic Functions and Committee and	the booking system.	https://forms.office.com/Pages/ResponsePage.aspx?id=58F	etc				
staff meetings, often with the attendance		cq5fCqku6is2vONE4Fco4jPAtzchLtBFHxHx-					
of external visitors. The access from		<u>iwtUNUhJOFoxT0ROTVpPTlBaTFlyODdaTjdSRyQlQCN0PWcu</u>					
ground level is from a single access core							
with a staircase and one lift. The Fire		Access to the rooms calendar for North WH will be restricted to	Business				
escape staircase goes from the Council		Business Services who will review the forms and maintain the	Support				
Chamber to the outside. All the accesses		calendar. Access to the room booking calendar will be read only					
are shared with the occupiers of the		apart from Business Support and the Custodians who will update					
serviced office suites on the floors below		the Calendar. The booking forms will be deleted after a 21 day					
and we do not have day to day control of		period.					
their use of the building.							
		Members, The Mayor and Sherriff will be able to access the forms	Democratic				
Contracting Covid 19 because of		via the internet, but Democratic Services or Business Support can	Services and				
inadequate safety procedures or by		provide guidance if necessary. Rooms will not be available for use	Business				
failure of individuals to follow the rules		at the weekend and in the evenings only by the prior agreement of	Support				
and guidelines		the custodians.					
Who is at risk?							
1.1 Staff	Windows will be kept open to allow	Cleaners will visit the North Warehouse every weekday, clean the	Custodians				
1.2 Members	ventilation and the provision of	common areas and facilities.	Custodians				
1.3 Visitors	wipes, hand sanitiser, masks to be	common areas and racinales.					
1.5 VISICOIS	available in all meeting rooms and	Staff to sign in along with forms for all guests to provide full					
This Risk Assessment is in line with	communal areas.	contact details for track and trace.					
current UK Government guidelines.	communar areas.	contact actails for track and trace.					
carrent on dovernment guidennes.		The custodians name on duty will be displayed in the corridor	Custodians				
		along with their mobile number.	243(34)41				
		along that their modile number.					

30 minute window is required between meetings to allow custodians opportunity to clean touch points.	Custodians will monitor the room booking system to clean appropriately, ready for the next meeting.	Chair/meeting lead
The Chair/meeting lead to make sure everyone is comfortable with restrictions before the meeting starts and be responsible for ensuring attendees sign the declaration.	Forms for each attendee to be completed 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.	Custodians