



COVID-19 Risk Assessment

Risk Assessment: Working safely during COVID-19

Venue: Windmill House, First Floor 129/130 Windmill Street DA12 1BL

Risk Assessor: Prince Adeola

Assessment Date: 10/04/2023

Review Date: 10/04/2024

What are the hazards?	Who might be harmed	Controls Required	Controls Detailed	Action by who?	Action by when?	Completed Date
Spread of Covid-19 Coronavirus or any form of germs	Visitors/Learners/Staff	Visiting Centre Manage visitor volume and entry processes.	At the entrance, we have free sanitizer and hygiene essentials for guests and staff	Yetunde Adeola	10/04/2023	10/04/2024
		Face Covering & PPE Masks/face coverings, gloves, etc.	For interested guests Disposable face masks available for anyone	Yetunde Ojo	10/04/2023	10/04/2024
		Cleaning Hands Hand sanitisation products made available within the Centre.	Hand sanitiser located at entry point, toilet, kitchen and in each office. Hand cream available after sterilisation if preferred.	Yetunde Ojo	10/04/2023	10/04/2024
		Cleaning work areas Cleaning measures taken to reduce spread of any form of germs	Thorough clean of the Centre in the mornings upon staff arrival. Anti-bacterial spray and wipes available when necessary to clean any contact points, tables and workstations around appointments. Disinfectant stored in toilets.	Yetunde Ojo & Awulat Sanusi	10/04/2023	10/04/2024

Name: Yetunde Adeola - Date: 10/04/2023