

What are the hazards	Who might be harmed	Controls required	Additional controls	Actioned?
<p>Spread of Coronavirus (COVID-19)</p>	<p>TCL lettings customer, TCL, CC, CDA staff, delivery drivers, visitors</p>	<ul style="list-style-type: none"> • “Don’t Enter Building if person has symptoms” sign posted at entrance • Maintain social distance signs at entrance • Hand sanitising station in place at entrance and in each room • Floor stickers to remind people to social distance • NHS track and trace - Keep contact details of staff, room bookers and visitors for 21 days to assist public health in containing any outbreaks <p>Lift</p> <ul style="list-style-type: none"> • One person (or one household) only in the lift at one time <p>Rooms</p> <ul style="list-style-type: none"> • Maximum number of occupants per room determined to maintain social distancing <p>Cleaning</p> <ul style="list-style-type: none"> • Frequent cleaning of surfaces that are touched regularly in particular door handles, light switches, door release buttons, handrails • Regular cleaning of desks. Sanitising wipes provided. • 	<ul style="list-style-type: none"> • Staircase doesn’t allow for social distancing. Maintain a one person on the stairs rule. • Corridor to Warehouse doesn’t allow for social distancing. Maintain a one at a time rule • Masks to be worn in corridors and on staircases • Signage for lift to remind people to limit numbers to one (one household) • Ask staff to wipe down desks at the end of each day • Max capacity sign to be posted on each room door 	
		<p>Toilets</p> <ul style="list-style-type: none"> • Hand sanitising stations in each location for use before using the toilets • Hand washing facilities with soap and water in place • Drying of hands with dryers • Daily cleaning 	<ul style="list-style-type: none"> • Notice outside each toilet to remind to hand sanitise before using and follow good hand washing procedure afterwards 	

Three Central Risk assessment – Re-opening building for staff and bookings

Coronavirus outbreak (or suspected outbreak)	TCL lettings customer, TCL, CC, CDA staff, visitors	<ul style="list-style-type: none"> • Designated area (Olney Room) for the sick person to move to, if not able to go home straightaway • Provide them with mask, tissues, plastic rubbish bag, hand sanitiser • Responder to put on a mask, face shield, gloves and apron • When they have left: <ul style="list-style-type: none"> o Remove PPE to the rubbish bag o Leave face shield for disinfection o Wash hands for more than 20 seconds o Once home launder all clothes and disinfect car if appropriate • If more than one case, inform local PHE • PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way, Horsham, RH12 1XA • Cleaning - after confirmed or suspected case 	<p>Additional first aid kit contents</p> <p>Face mask & pair of plastic gloves x 2 – each set in a plastic bag (for responder and patient)</p> <p>Plastic face shield – for the responder</p> <p>Pocket pack of tissues</p> <p>Hand soap in pump dispenser</p> <p>Small hand sanitiser gel</p> <p>Disposable apron e.g. plastic sleeveless or cheap overalls</p> <p>Small packet anti-bacterial wipes</p> <p>Rubbish bags x 2 (so disposables can be double-bagged). The outer one marked e.g. "Covid waste".</p>	
		<p>Mental health</p> <ul style="list-style-type: none"> • Recognition that staff will be affected in different ways by the impact of COVID-19. Health and wellbeing awareness promoted to staff: <p>https://www.mind.org.uk/coronavirus-we-are-here-for-you/</p>	Open door policy for those who need additional support	
Spread of Coronavirus (COVID-19)	TCL letting	Persons or organisations to provide their own COVID risk assessment to TCL prior to booking date		