

Cambridge Gliding Centre Corona Virus Risk Assessment

Building or Location: Office

Assessment carried out by: PJ

Date of next review: 01/08/2020

Date assessment was carried out: 01/07/2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|---------------------------------|--|---|------------------------------------|---|-------|
| Congregation of members in office reception | Employees, Members and visitors | Signage on the door | Calculate Max no of persons in reception area at any time. | PJ | Immediately Now completed members limited to no more than 3 in reception. | 30/07 |
| Congregation of staff and members in back office | Employees and Members | Keep door/flap down | Signage produced | PJ | Immediately | 30/07 |

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|--|---|---|--|------------------------------------|--|-------|
| Airborne virus transmission in club buildings | All users | Face Coverings now mandated in all Club Buildings. Reminder signage posted. | Regular reminders in club comms | Chairman and Club Secretary | Repeated reminders as required | PJ |
| Limited space for access to parachutes and batteries | Anyone collecting or depositing batteries | Rely on members common sense | Signage on Battery store door and Parachute | PJ | ASAP | 30/07 |
| Introductory flight video briefings in parachute store room during poor weather (winter) | Visitors/customers when members access room for batteries or parachutes | Introductory Flight Briefings currently conducted outside in good weather. | Review access policy before commencing introductory flying during winter months. | Committee | Prior to commencing winter season introductory flights | |
| Multiple users of Office telephone | Any user | Restrict member access to back office. | Wipes beside phone for use after each time the phone is used. Hands free phone installed | PJ/AH | ASAP | 07/07 |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

