# COVID 19 Location Risk Assessment – Youthreach Sligo

**Date: 28th AUGUST 2020.**

| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Covid-19 | Y | Illness/spread of virus.  . | H | All employees at Youthreach, Unit 10, Cleveragh Business Centre, Sligo will complete a pre-return to work form.  Employees must be instructed on the actions that need to be taken in the event of a suspected case/confirmed case which forms part of the COVID 19 response plan and employee induction.  All learners will complete a health questionnaire as part of their safety induction. | Y  Y | Completed by all Staff  **During induction**  **Staff to carry out learner on day one of their return.** | Ultan  Ultan  All staff | 08/09/2020  08/09/2020  21/09/2020 |
| Covid-19 | Y | Spread of virus through lack of physical distancing. | H | Perspex screens identified and installation to be arranged where necessary at workstations.  Only one person at any given time in the centre office  No literature in pigeon holes for staff in office  Brochures and Booklets to be removed from all communal Areas to prevent multiple handling of print items.  A one-way system to be identified and implemented in the corridors and for entrance and exit of the building, and movement up and down stairs.  There will be no food making facilities in Youthreach. There will be no sharing of cups or cutlery.  There will be no water cooler available in Youthreach.  Youthreach Sligo have implemented a no handshake policy.  Staff meetings in Youthreach Sligo will be held virtually.  Hand sanitising is provided at the entrance to all rooms, and at entrance and exit of building  There will be a sign placed on all doors of all rooms indicating the maximum capacity.  Counselling to be carried out virtually  One person at a time in the toilets.  A return to learning protocol is being developed by the Further and Higher Education Authority. This risk assessment will be updated to facilitate the safe return of learners to Youthreach Sligo, in line with directives from this authority.  Smoking; Extremely high risk  Vaping. Extremely High Risk.  Spitting; Extremely high risk  There are four working groups in Youthreach Sligo. Each group will take their breaks separately.  No pool or snooker to take place in Youthreach.  Internal markings on the floor of the exit from the building to indicate 2M social distancing.  Appropriate signage on entrance door to indicate control measures on site.  Centre staff room is of adequate sq footage to allow for up to 3 staff to use the room while keeping 2M social distancing.  Photocopier to be wiped down before and after use.  Lunch provision for learners will be ordered externally and individually wrapped.  Staff will bring their own lunch. Minimise use of kettle. Sanitise before and after use.  Pedal bins provided in all rooms.  Windows open in each room as much as is practicable to help with ventilation.  Learners having a dispute in a group. | Y  Y  Y  Y  Y  Y  Y  y  y  Y  Y  y  y  y  Y  Y  Y  Y  Y | **ACTION:** Locations for Perspex screens identified and ordered as required. Still some perspex to be installed in the workshop.  Remove all chairs except for one. Communicate to staff.  Action;Empty pigeon holes and cover.  **ACTION:** Remove print material, from common areas.  Communicate to all staff and learners  **ACTION:** Communicate to staff and learners  **ACTION:** Communicate to staff  **ACTION:** Identify maximum number of people allowed per room and apply signage.  **ACTION:** Give training to counsellor to facilitate her in using Microsoft teams for counselling sessions.  **ACTION:** Keep up to date on information from the Further and Higher education authority.  **ACTION:** There will be no smoking in or outside the Youthreach building  **ACTION:** There will be no vaping in or outside the Youthreach building  **Action;** communicate to staff and learners about the dangers of spitting.  Action; Communicate to staff and learners.  Action; communicate to staff.  Signage re sanitising in place  Need to move some learners into a different group to separate them | All staff  Ultan  Eileen  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  All staff  All staff  Ultan  All staff  Ultan  All staff  Ultan | Complete  24/03/2021  14/09/2020  02/10/2020  18/09/2020  11/09/2020  08/09/2020  08/09/2020  08/09/2020  08/09/2020  10/09/2020  18/09/2020  08/09/2020  08/09/2020  08/09/2020  08/09/2020  08/09/2020  08/09/2020  08/09/2020  11/09/2020  11/09/2020  14/09/2020  14/09/2020  21/09/2020  14/09/2020  11/09/2020  14/09/2020  05/10/2020 |
| Covid-19 | Y | Spread of virus through lack of information/  communication. | M | All employees will receive an induction on the control measures that have been implemented in relation to Covid 19.  The risk assessment will be available for employees to access if requested.  Youthreach Sligo have to appoint a lead worker representatives (LWR’s).  The lead worker representatives are involved in communicating the health advice around COVID-19 in the workplace and all employees are aware of the name of the LWR.  Should any control measures/new processes be implemented employees will be communicated the relevant changes.  If employees have any questions or queries at any time, they have been instructed to speak to management.  COVID-19 posters/signage will be displayed throughout Youthreach Sligo.  Subject safety induction to be carried out by each staff member for their own work areas.  Use it, wipe it, bin it, policy and clean desk / workstation should be re enforced by each staff member after each session | Y  y  Y  Y  Y  Y  Y | Staff induction took place on 8th September 2020  On staff share point, and communicated during staff induction.  Ac**tion; All staff to carry out a risk assessment in their own room and add to risk assessment document.**  Ultan Mulvihill is the LWR for Youthreach Sligo. Took part in training on 10th September 2020.  Communicate to staff.  Communicate to staff  Action; Get extra signage for social distancing on floors | Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  Ultan  All staff  All staff | 08/09/2020  01/09/2020  10/09/2020  10/09/2020  Fron 10/09/2020  Ongoing  08/09/2020  11/09/2020  21/09/2020  21/09/2020 |
| Covid-19 | Y | Employees individual risk factors/medically vulnerable employees. | H | Youthreach Sligo in the process of clearly identifying medical vulnerable employees.  Medical vulnerable employees who can do their job at home are working from home. | Y  Y | **Email sent to all staff** | Ultan  Ultan | 07/09/2020  07/09/2020 |
| Covid-19 | Y | Spread of virus through lack of hand washing procedures. | H | Anyone entering the Youthreach Sligo Building including all employees, learners and visitors must sanitise their hands.  Youthreach Sligo will complete regular checks to ensure that there is sufficient stock of hand sanister/paper towels/soap.  Hand washing facilities with soap and hot water available in the toilets.  Paper towels for drying of hands are available and are placed in a bin which is removed on a regular basis using correct hygiene measures and all air hand dryers to be disconnected week ending 4th September.  Staff and learners are encouraged on a regular basis to wash their hands and the importance of proper drying and there are posters to be displayed regarding the importance hand washing which is re-enforced through the induction.   * 1. Employees have been instructed not to share objects that touch their mouth, for example, bottles or cups. | Y  Y  Y  Y  Y | **Sanitiseation units are in place at all door in Youthreach**  **Action:** Communicate to Staff and learners. | Ultan  Ultan  Ultan  All staff  All staff | 25/08/2020  Ongoing  Ongoing  Ongoing  ongoing |
| Covid-19 | Y | Spread of virus through high touch areas/ lack of cleaning. | H | Youthreach Sligo will be subject to cleaning at least twice daily, by an external contract cleaning company.  Examples of the high touch areas that are required to be cleaned twice daily cleaning:   * Taps and washing facilities * Toilets - flush and seat * Doors, door handles and push plates. * Handrails * Light switches * Lift – Control Buttons   Cleaners have been instructed to ensure reusable cleaning equipment (mop heads/non-disposable clothes) are clean before re-use and buckets are emptied and cleaned before re-use.  Youthreach Sligo will operate a “clear desk” policy and employees have been issued with cleaning materials and must keep clean their personnel workspace after every class.  Classroom to operate a policy that learners clean their personnel desk before and after use.  Doors will be propped open where feasible, during the working day.  Fire doors should be left closed.  All doors will be closed before leaving the building at the end of the day.  Isolation Rooms will be deep cleaned if used for purposes of isolating suspected cases of COVID 19. Isolation Room to be identified in Youthreach Sligo.  Employees are asked to ensure they do not leave personal items (e.g. mobile phones/car keys/bags) on communal surfaces.  Generally sharing PCs is to be avoided where possible.  In areas where different people operate from the same workstation/desk the workspace and equipment will be cleaned and sanitised before and after use by the staff.  The LWR’s will ensure cleaning regimes are being implemented and report to management any issues.  All soft furnishings in common and public areas to be removed along with any newspapers/magazines/leaflets/  brochures. All print matter will be removed from communal area. All books to be stored in Library or classroom.  water dispenser removed | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | **Action;** Contact contract cleaning company to put in place a twice daily cleaning routine.  **ACTION:** ensure this is in place by communicating to contract cleaning company.  **Action;** Communicate to staff.  **ACTION:** TO BE COMMUNICATED TO STAFF  **CTION:** TO BE COMMUNICATED TO STAFF  All staff have their own devices.  **Action;** Learners to be issued with laptops  Disinfectant wipes available to clean work station and frequently handled items.  **Action;** Remove all print material from common areas.  **Action;** Remove all soft furnishings from common areas.  Action; remove PC’s from computer room and library and place in storage.  Action; get presses for office upstairs and store files.  Action; remove 4 couches 1 from office and 3 from staff room  Action; remove cork notice boards from upstairs corridor.  Action; remove partitions stored at top of back stairs.  Action; get presses for art room and store materials in presses  Action; remove art piece over Library door. | Ultan  Ultan  All staff  All staff  All staff  Ultan  All staff  All staff  All staff  Ultan  Ultan  Ultan  Ultan  Eileen  Eileen | 21/09/2020  21/09/2020  08/09/2020  21/09/2020  14/09/2020  Ongoing  Ongoing  Ongoing  Ongoing  08/09/2020  11/09/2020  11/09/2020  29/09/2020  28/09/2020  28/09/2020 |
| Covid-19 | Y | Spread of virus through lack of PPE. | H | PPE should never be shared.  Masks / face visors must be worn by all staff and learners.  Face visors to be issued to first aiders which will be marked with their name and it must not be shared with another first aider.  First aiders will disinfect and clean their face visor after use.  Gloves are not considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed, and frequently during the working day.  Disposable gloves are available if employees request them.  Face Masks are available where required.  There are bins provided in which employees can place used masks and gloves. These bins will be removed after each shift and replaced using proper hygiene controls. | Y  Y  Y  Y  Y  Y  Y  Y | Communicate to staff  Communicate to staff and learners  ACTION: Currently Youthreach Sligo has no in date trained first aider. Get two staff trained in first aid. | All staff  All staff and learners  Ultan  Ultan & Eileen  All staff  All staff  All staff  All staff | 14/09/2020  14/09/2020  14/09/2020  Ongoing  Ongoing  Ongoing  Ongoing  onging |
|  |  |  |  |  |  |  |  |  |
| Covid-19 | Y | Risk from third parties (contractors/  visitors) | M | Contractors and visitors will receive an induction in relation to the control measures that have been adopted within Youthreach Sligo.  Anyone entering Youthreach Sligo must use the hand sanitsing station.  Contractors will be requested to provide risk assessments and method statements that cover the risk of COVID 19 associated with their activities.  Contractors are not permitted to use tools/equipment owned by Youthreach Sligo. | Y  Y  Y  Y |  | Ultan  Everyone  Ultan  All staff | Ongoing  Ongoing  Ongoing  ongoing |
| Covid-19 | Y | Shared use of tools and equipment | M | All tools and equipment will be properly cleaned and sanitised to prevent cross contamination. | Y |  | All staff | ongoing |
| Covid-19 | Y | Poor mental health and wellbeing. | M | To help support employees through difficult times, MSL ETB has an Employee Assistance Programme (EAP) which is a confidential employee support service designed to support employees resolve personal or work related concerns, through telephone support, specialist information and telephone or face to face counselling.  The EAP is completely confidential and voluntary, and we recommend anyone requiring support to use this worthwhile service. | Y  Y |  | All staff | ongoing |
| Covid-19 | Y | Lack of sufficient numbers of fire wardens. Lack of physical distancing at assembly points. | M | There are currently two fire wardens trained in Youthreach Sligo.  Eileen Ryan  Ultan Mulvihill | Y |  | Ultan & Eileen | 17/09/2020 |
| Covid-19 | Y | Lack of sufficient numbers of first aiders. Lack of awareness on first aid guidance regarding COVID 19. | H | Currently Youthreach Sligo has no up to date first aiders  First aiders in Youthreach Sligo to be provided with updated COVID 19 guidance in relation to administering first aid.  Eileen Ryan has taken a first aid course on up to date Covid 19 first aid. | N  Y | **Action:** Need to get two members of staff trained as first aiders. | Ultan & Eileen  Eileen | ASAP  09/06/2020 |
| Covid-19  **Video Room**  Covid –19  Covid-19  Covid –19  **Gym**  Covid - 19 | Y  Y  Y  Y  Y  Y  Y  Y | Legionella  Overcrowding  Transmission due to less than 2m space  Could be present on folders  Overcrowding  Transmission through lack of social distance  Transmission of Covid on machines  Transmission through small weights/pieces of equipmentj | M  M  H  L  M  H  M  M | The water system in Youthreach Sligo is subject to regular flushing.  Notice on door to inform learners of maximum number in the video room  6 seats  Overflow group  Perspex barrier installed on tables  Wipe folders before and after use  Notice on door to inform learners  Overflow group  Induction  Warning tape to maintain 2m distance  Wipe machines before and after use  Restricted use of small weights/equipment  Wipe weights/equipment before and after use | Y  Y  Y  Y  Y  Y  Y | Install perspex when it arrives | All staff  Eamon | ongoing |
| ART/MUSIC ROOM  Covid 19  Covid 19  Covid 19  Covid 19 | Y  Y  Y  Y | Transmission due to lack of social distance  Contamination of musical instruments  Contamination of work surfaces I.e. tables  Contamination from person to person | M  H  H  H | Induction.  Room measured and tape used to clearly show 2 metre spacing.  One way system in place, arrows marked on ground clearly show system.  When in use and after use, instruments to be fully sterilised with wipes and spray provided.  When not in use instruments stored under protective covers to prevent contamination by hand or by airborne virus.  All tables and surfaces to be fully cleaned before and after use with wipes and sprays provided  Hand sanitisers installed at entry to room. Masks to be worn at all times by staff and learners. One way system clearly marked. To be no sharing of materials. Clear demarcation of room into 2m areas. | Y  Y  Y  Y |  | Karl and Siobhan  Karl  Karl and Siobhan  Karl and Siobhan | 14/09/20  16/09/20  16/09/20  16/09/20 |
| **Classroom**  Covid 19 | Y | Covid could be present on the following:  Tables, Chairs, Folders, Stationery, laptops, door handles, light switches, photo wall, white board, computer, fire extinguisher | H | Everything will be wiped down and cleaned after every class using wipes and sprays. | Y |  | Sinead & Judith | 16/09/2020 |
| Covid 19 | Y | Overcrowding | H | Maximum occupancy 6 Students and 2 Staff displayed on the door | Y |  | Sinead & Judith | 16/09/2020 |
| Covid 19 | Y | Transmission due to lack of social distancing | H | Perspex on all tables  2 metre floor markings and one way system | Y | Perspex to be installed | Sinead & Judith | 16/09/2020 |
| Covid 19 | Y | Compulsory wearing of face masks  Hand Hygiene | H | Learners to complete Covid Induction  Hand Sanitisers installed at entrance to the classroom | Y | Induction to be completed when learners come back | Sinead and Judith | 16/09/2020 |
| **Kitchen** | Y | Transmission due to lack of social distancing  Over crowding  Transmission due to contact with touch points  Storage of equipment not in use  Transmission due to contact with surfaces tables , chairs folders  Transmission due to poor hand hygiene  Aerosol transmission  Large equipment not in use  Transmission due to practical cookery classes |  | 2m distance between seats  Maximum capacity 7 people signage on door  SIgnage on water boiler, Microwave, Fridge  Light switches door handles, cleaned twice daily by cleaners.  Door paw to be fitted to door  Item packed in store room which is locked and out of bounds signage on door.  Disinfectant wipes to be used to wipe surfaces after each class  Student to use their own pens etc and assigned laptop.  Folders to be wiped after class.  Folders stored in sealed box.  Table and chairs to be wiped after class  Use of hand wash sink and paper towel disposal to be demonstrated during induction and ongoing  Hand sanitiser at door entry  Windows to be opened after class  Students and teachers to wear masks properly . To be shown during induction and ongoing.  Ovens and dishwasher not in use will be signed to advise not to touch.  Each student has box with their own cooking equipment. No sharing of equipment is allowed. Each student prepares a separate dish which is either eaten in class or packed to be taken home. | y |  | Eileen and Marie | /09/2020  1st Dec 2020 |
| Computer Room    **COVID 19**  Completed by Ann 17/09/20  Other relevant staff using computer room that identify further risks please include them.  This is a living document and risks will be added as and when they are identified. | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  N | Overcrowding    Contamination of computer equipment keyboards, monitors, mice, plugs, system box in the event LAN pc’s have to be used when Wifi signal insufficient or learner doing Driver Theory.    Contamination of chairs / worktop / table in room    Contamination of printers / scanners    Possible contamination of filing cabinet drawer handles and suspension files      Possible contamination of handout with exercise instructions                Possible contamination of door handles      Possible contamination of windows    Social Distancing Rules      One Way System        Non-compliance of mask wearing      Spitting out window    Vaping / Smoking indoors  Vaping / Smoking during fresh air breaks      Rolling cigarettes      Food / Drink Consumption in the room    Chewing Gum      Sharing of Laptops / PC’s      Risk of contamination to heater    Sharing of Headphones          Printer location  unsuitable between learner and tutor desk  Printing from other areas      Perspex Screen around tutor work area  Contamination of Surface Cover  Belongings on table    1:1 tuition / demonstration on learning outcome  Contamination of Posters on walls    Folders containing instructional material and worksheets    Social distancing at table    Contamination of items on table      Contamination of work surfaces    Risk of contamination of seats with cloth covering  Tutors seat cloth covering    Books / Folders on window sills  Sharing of computers  Pencil sharpeners | M    L  M  L  L  L    H    H  H  H  H    L    L    H    M  H  L  L    M  H    H    M    H  M  H  H    L  H  H  H  H | Notice on door to indicate maximum capacity in room  Total 7 – 6 learners and 1 staff member  Maximum group size 6, learners to use overflow groups    Learners will be asked to wipe down /spray equipment before they leave    Use of individual laptops preferred method of working during COVID 19      Learners will be asked to wipe down /spray chairs / worktop / table before they leave. Learners will be advised to sit at the same work areas each time when they use the computer room also.  Learners will be asked to wipe down / spray printer / scanner after use.  Learners to wipe filing cabinet handles before and after use and wipe edge of file. Preferred method of working will be to save to OneDrive space and print to PDF only printing and handling files as infrequent as possible    Use of the Moodle platform for interactive online exercises to work towards course assessment and completion.  Exercise instructions in PDF format available to learners and learners will be advised to use stacked windows or side by side window view instead of paper instructions.  Trainer led instructions will also be used using projector to minimize use of paper instructions and minimize risk.  Paper instructions when used will be binned/recycled afterwards    Learners asked to use hand sanitizer before entering the room  Doors to be closed whilst class in progress and to be opened and closed by the tutor before and at the end of class  Learners will be asked not to touch window handles and if they do they will sanitise them.    Learners to adhere to social distancing rules and stay within marked out areas in rooms. Chairs to be placed on the X to ensure social distancing is adhered to.  Learners should follow marking for one way system entrance and exiting the room to minimize risks and ensure social distancing.  Learners are to follow the rules/guidelines around wearing masks indoors, Staff will follow rules and guidelines co-ordinators have been given by AEO regarding wearing of masks  Learners are not permitted to spit out the window and will be reminded of this during induction.  Learners are not permitted to vape/smoke in the building and will be reminded of this during induction.  Learners will not be permitted to smoke or vape during recommended hourly fresh air breaks during compute class time as this would pose a serious COVID-19 Health Risk. Learners will be told this during induction.  Learners are not permitted to roll cigarettes during class. Learners will be told this during induction.    Learners will be reminded of the Health and Safety rules regarding food and drinking in the computer room. Learners will be told this during induction.  Learners will be asked to discard chewing gum and refrain from using it during class and advised not to stick chewing gum under worktops or table in computer room  Learners will be issued with an individual laptop to use. If a computer has to be used then the learner will have to sanatise it afterwards    Learners will be asked to not to sit on heaters or to adjust heater setting and will be asked to wipe down surface if they do.  Learners will be told not to share headphones and will be asked to bring their own headphones for use whilst using Driver Theory or video demonstrations on Moodle. To mininise the need for headphones, I will play relevant Moodle videos on the projector during class. Moodle course videos can be used at home to cover content at home in case of future lockdowns.  Printer has been relocated to far corner of room away from learners or tutor to ensure social distancing. Learners will be reminded to sanatize printer after use.  To minimize disruption and reduce the risk of contamination, learners and staff will be asked not to print to the computer room during scheduled class time, if a staff member or learners does print then they will be reminded to sanatize printer after use.  A Perspex screen will be fitted around 3 sizes of tutor desk to ensure social distancing between tutor / learner at top of room  Look to replace cover for Microsoft Surface as it is not a wipeable surface or place in plastic folder without cover  Clear desk policy will apply and tutor and learners to remove items after class to minimize the risk of contamination.  Learners will be advised to use video demonstration in Moodle for tuition as 1:1 tuition with close contact will not ensure proper social distancing  Posters have been removed from walls, Relevant posters to be photographed and integrated into PowerPoint presentations or Moodle to help revise/learn aspects of course.  Folders will be placed in a locker to minimize risk of contamination of content. Materials scanned to PDF and relevant exercises made available online.  Maximum 2 people at table sitting in the X zone to ensure social distancing between each other and those behind at workstations. Worksheets to be completed on computer or using interactive forms as much as possible.  Clear desk policy on tables in middle of room. Learners to use own pen/pencils at centre table and to wipe chair/table/staplers/punch after use.  Use of Bomb disinfectant as advised and additional cleaning / spraying and airing of room at end of day by staff member.    Seats with cloth covering have been replaced with hard plastic wipeable surfaces  Cloth seating and back have been covered with plastic wipeable cover to be wiped down / sprayed after use. Plastic arms to be wiped down after use also  Will be removed by relevant staff and placed in plastic lidded containers or placed in filing cabinets.  Computers have been placed in the filing cabinet and are out of use at the moment.  Request that they should be replaced with safe child proof pencil sharpeners. Tell learners to use technology only in ICT class. Identified as a risk after someone dismantled a sharpener from their individual stationary pack that they carry around with them from area to area to be COVID 19 compliant. | Y                Y  Y      Y        Y                  Y      Y        Y            Y                                    Y                          Y          Y      Y    Y      Y    Y      Y      Y        Y      Y      Y    Y      Y | All learners to complete General Centre COVID 19 Induction and also Computer Room Health and Safety and COVID Induction                                                                      Instruction to be completed during new induction sessions with learners |  |  |
| **Woodwork**  **Covid 19**  **Covid 19**  **Covid 19**  **Covid 19**  **Covid 19**  **Covid 19** | Y  Y  Y  Y  Y  Y | Overcrowding  Transmission due to less than 2m space  Transmission of Covid on machines and tools  Transmission through small pieces of equipment and materials e.g screws and fittings  Covid could be present on the following:  Tables, Chairs, Folders, Stationery, door handles, light switches, fire extinguisher  Compulsory wearing of face masks  Hand Hygiene | H  H  H  H  H | Notice on door to inform learners of maximum number in the workshop  6 learners & 1 staff  Overflow group  Perspex barrier installed on long bench  Induction  2 metre tape installed  Wipe down before and after use  Each Learner to be given an individual pack with materials needed for class  Wipe down after every class  Learners to complete Covid Induction  Hand Sanitisers installed at entrance to the classroom | Y  y  Y  Y  Y  Y | Persepx to be installed in the coming days | Damien  Damien  Learners  & Damien  Damien  Learners and Damien  Learners and Damien | Complete  24/03/2021 |

**Remember if it is a Need you can keep it. If it a Want it must go.**

**Risk Assessment Carried out By;** Ultan Mulvihill & staff for individual rooms.

**Date; 27th, 28th, 31st August & 1st September 2020, with ongoing updates.**