

Department specific risk assessment supporting document – staff and visitor safety signs required Covid-19

Actions for each Head of Department:

1. Complete the table below to document the department safety signs required for both staff and visitor areas. You may require more than one version of this table to address multiple activities under your control.
2. For larger buildings you are advised to use an annotated plan showing the location of each sign.
3. It will be necessary to regularly check that the required signs continue to be visible in each location and remain in good condition.
4. Instruct staff and advise them to report any damage or missing signs.

Completed by (name)	
Date	
Departments or tasks covered by this document	

Safety Signs for Staff Areas	Number required	Describe the location where each sign will be displayed
S1 Covid advice – virus symptoms, social distance reminder, hand hygiene		
S2 Visitor advice Chatsworth - virus symptoms, social distance reminder, hand hygiene		
S3 Visitor advice Bolton Abbey - virus symptoms, social distance reminder, hand hygiene		
S4 Visitor advice Hotels - virus symptoms, social distance reminder, hand hygiene		
S5 Work station and belongings		
S6 meetings by phone		
S7 Please respect social distancing		
S8 Please respect floor markings		
S9 Please give way on stairs		
S10 1 person at a time in this area		
S11 Kitchen cleaning		
S12 meeting room max occupancy		
S12B meeting room max occupancy		
S13 one way system warning		

+ NHS posters with links – Personal hygiene when coughing or sneezing https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf - <i>catch it bin it kill it poster.</i>		
+ NHS posters with links – Hand hygiene https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/hand-hygiene-poster.jpg - <i>hand washing poster.</i>		
Safety Signs for Visitor Areas		
Social distance when getting in and out of car		
Please queue here. Thank you for social distancing		
Please respect social distancing throughout your visit		
Contactless only		
1 in 1 out of this area		
Entrance only		
Exit only		
No entry		