



Covid-19 Risk Assessment
Visitors to the ramsac offices – Godalming Business Centre
Last updated 6th April 2021

The risk of the spread of the Covid-19 virus applies to all staff, visitors and contractors working in the offices at Godalming Business Centre. There is a separate risk assessment in place for the office as a whole. This document deals specifically with the measures in place for external visitors attending the ramsac site.

Essential meetings only

The number of external visitors to the ramsac office should be kept to a minimum and only essential meetings should take place in person at ramsac.

Social distancing & reduction in office capacity

Meeting room capacity has been significantly reduced and no meeting should take place that will exceed room capacity. Ideally no more than 2 external visitors should be in the building at any time.

Visitors will generally be asked to remain in the Ground Floor meeting area – using reception, the ground floor toilet, and meeting room 1 only.

Health screening

Visitors will be asked to complete an [online form](#) within 24 hours of their planned visit. This will ask them to confirm that they have no symptoms of Covid-19 and furthermore, will ask them to confirm that if they develop symptoms within 7 days after their visit, they will immediately inform their ramsac host, who in turn should discuss this with Dan May.

Hand hygiene

All visitors must use the alcohol gel on arrival. If a break is taken in a meeting, gel should be reapplied before re-entering the meeting room.

Toilets

Anti-bacterial gel has been placed in all toilets and visitors are asked to wipe down seats, taps and hard surfaces after use.

Refreshments

To reduce the time spent in communal spaces and to avoid the number of hard surface contact points, our visitor refreshment point has been temporarily closed.

We will not be hosting lunchtime catered meetings for the time being.