

# 14th Richmond Scout HQ - Covid measures (last update in date field)

08 July 2021 10:02

## Actions

Owner: Centre Manager

### During full lockdown.

- HQ secured
- Heating on frost protection
- Fire alarm checked and set

### During Amber Alert levels

- Limited use of HQ under Covid Secure roles
  - Signage, cleaning and hygiene stations in place
- Weekly checks on building
  - Check alarm systems
  - Check doors/windows for security
  - Check lights
  - Check main hall, office and toilet doors open for ventilation
  - Run all taps for 2 mins (anti Legionella)
  - Check toilets
- Monthly checks
  - Spray shower heads with antiseptic
  - Run showers 1-2 mins (anti Legionella)
  - Check hygiene stations
- Additional checks
  - Check boats/moorings/run engines (at least 2x per month)