

Risk Assessment Form

Location/Dept: Parish Council Community Centre		Date Assessed: 08/10/2020		Assessed by: [REDACTED]			
Task/ Activity: Reopening of the Community Centre on Bell Lane – Covid-19 Secure		Review Date: November 2020		Reference Number: CV19CCv3			
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Reopening of Community Centre	Social Distancing	Members of the public	2m social distancing to be maintained whilst in rooms. Restricted numbers within rooms: Function Room- max capacity is 6 (exemptions apply as per government guidance) Multi Room – max capacity is 6	2	2	4	Sanitising stations installed at each entrance to the building. Staff will be on shift when the centre is in use. Signage is in place around the building. Face masks to be worn whilst on the premises (exemptions list applies).
	Communal Areas \ Corridors	Members of the public / staff	Function Room – building access and egress via the side entrance door. Multi-Room – building access and egress via the front door.	3	2	6	Parish Council cleaning schedule updated to include cleaning down of tables and chairs and handrails daily.
	Kitchen Areas	Members of the public / staff	Kitchen use will be restricted \ locked. No centre cups \ cutlery to be used. Users groups will be advised not to bring their own food \ drink.	3	1	3	Special Terms of Hire document distributed to all centre hirers. Training provided for staff members on use of disinfectant fogging machine.

			Users are advised to remove all rubbish from the room when leaving.				
	Toilets	Members of the public / staff	<p>Only one toilet available per room.</p> <p>Cleaned daily by Parish Council staff with wipes available with the toilet for door handle \ tap cleaning for users.</p> <p>Function Room – access available to the disabled toilet.</p> <p>Multi-room – access to self-contained toilet within the room</p>	3	2	6	
	Visitor develops Covid-19 symptoms	Member of the public / staff	<p>Group organiser\leader to keep a record (name and contact details) for 21 days of visitors to the centre, as per Test, Track and Trace system.</p> <p>NHS Track and Trace QR Code on display at each entrance.</p> <p>Parish Council Clerk to be notified.</p> <p>Centre to be disinfected using fogging machine.</p> <p>Centre to be closed for 72hrs and user groups notified.</p>	3	3	9	

	Rooms for hire	Members of public / staff	<p>Rooms to be kept ventilated.</p> <p>Tables and chairs to be limited to maximum capacity.</p> <p>Door handles, window openings and work surfaces to be cleaned by each group.</p>	2	4	8	
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so