



RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING					
Title of risk assessment	<i>Community Centre Covid-19</i>	POTENTIAL OUTCOME		LIKELIHOOD			
Details of activity:		Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur		
General use of the building by tenants, hirers and the general public.		Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely			
Location of activity		Moderate	RIDDOR reportable over 7 day injury	Possible			
Date of assessment		Minor	Minor injury (requiring first aid)	Unlikely			
Name of person carrying out assessment		Insignificant	Minor injury	Remote	Less likely to occur		
Person authorising use of assessment		POTENTIAL OUTCOME		LIKELIHOOD			
<i>Claire Douglas Chair</i>		Catastrophic					
Assessor signature		Major					
Date		Moderate					
<i>24/06/2020</i>		Minor					
Authoriser signature		Insignificant					
Date							
<i>25/06/2020</i>							

Hazard and related condition/activity <i>Eg slip – wet floor from cleaning</i>	Persons at risk <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	Existing control measures <i>Eg workplace instructions, training, authorised user, competent person, PPE – give specific details</i>	Are any additional control measures required? What are they? <i>Eg documented observational monitoring</i>	Risk rating after existing & additional control measures <i>Potential Outcome x Likelihood = Risk Rating (eg Minor x Unlikely = Low)</i> <i>If High (Likely or Highly Likely then stop work & notify H&S Team)</i>
Exposure to COVID-19 whilst visiting/working at the centre	Employees, customers and other members of the public	Entry/exit arrangements <ul style="list-style-type: none"> • A Building Reopening Checklist will be successfully carried out by the centre manager prior to reopening • Entry and exit points will be clearly marked as will any directional or one-way flow systems • Handwashing facilities, or hand sanitiser (where not possible to provide hand washing facilities), placed and maintained at all entry/exit points • Consider Perspex barriers if required 	<ul style="list-style-type: none"> • Reviewing number and layout of entrance and exit points to the workplace to minimise congestion • Staggered start/finish times where possible to minimise peak congestion • Any touch-based security devices such as keypads and door release switches will be reviewed and amended if possible. If their continued use is essential, then hand hygiene arrangements MUST be in place 	Major x Possible = Medium
Exposure to COVID-19 whilst visiting/working at the centre	Employees, customers and other members of the public	Hygiene – handwashing, sanitation facilities & toilets <ul style="list-style-type: none"> • Signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available • Signage to promote social distancing • Providing hand sanitiser in multiple locations in addition to washrooms • Enhanced cleaning for busy areas 	<ul style="list-style-type: none"> • Review cubicle and urinal spacing • Paper towels are to be used where possible. If hand dryers are also in situ then they are electrically isolated to prevent use (signs to be put in place indicating they are no longer in use) 	Major x Possible = Medium

		<ul style="list-style-type: none"> Waste facilities are put in readily accessible locations 		
Exposure to COVID-19 whilst visiting/working at the centre	Employees, customers and other members of the public	<p>Moving around building</p> <ul style="list-style-type: none"> High traffic areas including corridors and walkways are to be kept clear of obstructions or people interacting to maintain social distancing 	<ul style="list-style-type: none"> Consider having floor tape/paint to indicate 1m plus social distancing where required e.g. pinch points around areas such as toilets etc. Promote a “keep to the left” system in wider circulation routes & stairways – and advise staff to “give way” in narrower spaces Ensure signage for directional or one-way flow systems where required Review ventilation arrangements to ensure higher airflows out of building 	Major x Possible = Medium
Exposure to COVID-19 whilst visiting/working at the centre	Employees, customers and other members of the public	<p>Common areas (Kitchen)</p> <ul style="list-style-type: none"> Regular cleaning of <i>high touch</i> areas/zones using wipes e.g. kitchen surfaces, zip taps, fridge doors, vending machines, microwaves, bannisters, toilet doors, door handles, light switches, lift buttons, printers, bike storage gates, swipe access points etc. – by cleaning staff where in place or locally agreed arrangements Signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available 	<ul style="list-style-type: none"> Receptions or similar areas will be reviewed to determine if barrier screens are required In multiple occupier building with other organisations arrangements must be in place for working collaboratively to ensure consistency across common areas, for example, receptions and staircases Hand washing should be encouraged after contact with any high touch point area 	Major x Possible = Medium

		<ul style="list-style-type: none"> all encouraged to use safe outside areas for breaks if possible 	<ul style="list-style-type: none"> Messages to discourage touching of face, mouth, and eyes 	
Exposure to COVID-19 whilst visiting/working at the centre	Employees, customers and other members of the public	<p>Workstations in offices</p> <ul style="list-style-type: none"> Workstation arrangements make it clear which desks & chairs are available to work from and how they will be cleaned after a person's shift Only one person uses a desk each day (consider use of signs on a desk to indicate a shift has finished so nobody else uses it and the workstation can be cleaned at the end of the day) Cleaning materials provided and maintained in readily accessible locations so that users can sanitise workstations after use (particularly if a site cleaning service is not available) Additional signage to encourage social distancing and personal hand hygiene Do not share pens and other objects 	<ul style="list-style-type: none"> Workstation/workplace layout and processes reviewed to ensure social distancing can be met e.g. employees not working directly opposite each other & not within 1m plus of each other Consider use of screen barriers where required between workstations Office capacities will be reviewed to achieve these minimum standards. Where this cannot be met the arrangements will be specifically assessed and managed accordingly Where staff are split into teams or shift groups, these teams should be fixed (cohort & location) so that where contact is unavoidable, this happens between the same people 	Major x Possible = Medium
Exposure to COVID-19 whilst visiting/working at the centre	Employees, customers and other members of the public	<p>Keeping the workplace clean</p> <ul style="list-style-type: none"> All bins will be lined and the liner removed at the end of the day, sealed/knotted and placed in the external bin Cleaning of offices to be carried out to a specific schedule with additional monitoring 	<ul style="list-style-type: none"> Reinforce messages around cleanliness and hygiene including availability of hygiene stations 	Major x Possible = Medium

		<p>to ensure it has been undertaken to a satisfactory and safe standard</p> <ul style="list-style-type: none"> • Cleaning stations provided with cleaning materials (e.g. wipes) to encourage before and after cleaning of workspace areas and equipment especially in premises where “in-shift” cleaning services are not in place 		
Exposure to COVID-19 whilst visiting/working at the centre	Employees, customers and other members of the public	<p>Incidents, fire and first aid</p> <ul style="list-style-type: none"> • Prior to reoccupation revised first aid and fire evacuation procedures are to be introduced and communicated to the employees who are reoccupying the building 	<ul style="list-style-type: none"> • Existing Fire arrangements, emergency and evacuation plans including PEEPs to be reviewed (1m plus social distancing is not expected to be achieved during a fire evacuation) • Existing First Aid arrangements to be reviewed to ensure there are suitable measures in place. 	Major x Possible = Medium
Exposure to COVID-19 whilst visiting/working at the centre	All regular users of the centre and employees, and anyone they come into contact with professionally and personally (people they live with, people they may come into contact with on their commute	<p>Any staff/regular users of the centre who are displaying any symptoms of Covid-19 (e.g. high temperature, new continuous cough, loss or change to sense of smell or taste) must not come to the centre – or if at work/on site they must inform their line manager & Landlord (to enable cleaning to take place asap) and leave the centre via a route that minimises exposure to others and go home immediately and seek medical advice via calling 111. Advice will be given about testing.</p> <p>Centre staff displaying Covid-19 symptoms use testing arrangements.</p>	<ul style="list-style-type: none"> • Awareness materials displayed in the centre 	Major x Possible = Medium risk

	<p>to work, customers – some of whom may be in the clinically vulnerable or extremely vulnerable groups)</p>	<p>Current government guidance is that people should work from home where possible.</p> <p>Office-based staff should continue to work from home unless:</p> <ul style="list-style-type: none"> • A further review identifies that they require to attend the office on a part or full time basis; or • Individual members of staff identify significant practical, health or welfare issues that require them to attend an office to undertake their work and the identified issue cannot be addressed via additional management intervention – individual risk assessment undertaken by managers • Government guidance alters <p>Follow government 5 Steps to Safety guidance – these are identified in the control measures in this risk assessment.</p> <p>Guidance for staff on Coronavirus is regularly updated – including advice on rigorous handwashing, maintaining social distancing and avoiding unnecessary contact where possible</p> <p>NHS Test and Trace scheme (live from 28/05/20)</p>		
<p>Exposure to COVID-19 whilst working at an office/using the centre</p>	<p>Employees/users who are clinically extremely vulnerable</p>	<p>Following current government guidance on clinically extremely vulnerable groups – these staff/users must not come into offices/centre – they should work from home (Stay at home)</p>	<p>Managers/tenants to liaise appropriately with staff whose protected characteristics might either expose them to a different degree of risk, or might make any</p>	<p>Catastrophic x Possible = High</p>



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			steps you are thinking about inappropriate or challenging for them	
Exposure to COVID-19 whilst working at an office/using the centre	Employees/users who are <i>clinically vulnerable</i>	Following current government guidance on <u>clinically vulnerable</u> groups – these staff/users should work from home (stay at home) where possible and take extra care to minimise contact with others outside their household whilst maintaining social distancing and hand washing	Individual Risk Assessment to be completed by line managers if the employee is to return to work	Major x Possible = Medium
Electrical - Users risk of electric shocks or burns from faulty equipment	All Users of Community Centre, Contractors, Staff	Visual inspection of equipment before use – if damaged it is taken out of use and reported	All electrical equipment is PAT tested annually.	Catastrophic but Remote = Medium risk
Trips and Slips - Users at risk of injury due to trailing cables, Wet Floors, Spillages,	All Users of Community Centre, Contractors, Staff	Ensure walkways are clear – no bags or loose items Remove trailing cables or obstructions Report defective walkways/ worn surfaces/carpets Wipe up all spills immediately Use wet floor warning when a floor has been washed	Quarterly Health and Safety Audit of the building	Minor but Possible = Low Risk
Scalding and burns from hot appliances in the kitchen. Cuts from sharp kitchen utensils.	All Users of Community Centre, Contractors, Staff	No-one under 14 to enter the kitchen. Access from hall to kitchen restricted by use of child gate when children are in the hall. Care taken when handling hot items – use protective gloves where needed. Sharp knives in locked cupboard. First aid kit available with appropriate dressings.	Warning Signs present on hot water boiler	Minor but Possible = Low Risk



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		<p>Most frequently used items at accessible height.</p> <p>A second person present when steps are used for higher shelves.</p>		
Fire or other Emergency	All Users of Community Centre, Contractors, Staff	<p>All leaders of groups (key holders) are responsible for their groups members to be made aware of the community centres evacuation procedures.</p> <p>Fire escapes labelled and clear of obstructions.</p> <p>Fire action notices displayed.</p> <p>Fire drill practice by individual user groups.</p> <p>No flammable items to be placed on or above boilers.</p> <p>First aid kit available.</p>	<p>All key holders have been inducted into the Normal Operating Procedure and how to open and close the building safely. These are documented.</p> <p>Fire alarms and equipment serviced regularly.</p> <p>Fire alarms checked regularly.</p> <p>PEEP assessments in place where required.</p>	Catastrophic but Remote = Medium Risk
Manual Handling and Lifting of objects	All Users of Community Centre, Contractors, Staff	<p>Heavy and bulky items stored in accessible places.</p> <p>Moving furniture to be assessed before lifting, always use 2 or more people.</p> <p>Electrical equipment unplugged prior to moving.</p>	<p>Quarterly Health and Safety Audit of the building.</p>	Moderate but Remote = Low Risk
Working at height	All Users of Community Centre, Contractors, Staff	<p>Ladders secured to ensure only trained personnel use them.</p> <p>Two step safety ladder is available to assist access to upper cupboards in stored areas.</p>	<p>Follow working at height guidance.</p> <p>Ladder checks done before use.</p>	Moderate but Remote = Low Risk
Theft or Break in leading to physical harm	All Users of the Community Centre,	<p>Security alarms set when the building is not in use.</p> <p>Doors of community centre are locked when unattended.</p>	<p>Security alarm maintained on a service contract.</p> <p>Emergency key holders in place to respond to alarm activations out of hours.</p>	Moderate but Remote = Low Risk



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	Contractors, Staff.	All windows closed and doors locked when building is not in use. Cyclists are encouraged that cycles should be secured with cycle locks. Users of the community centre are encouraged not to leave bags unattended.		
Food Related Illness	All Users of the Community Centre, Contractors, Staff.	All food handlers follow basic hygiene guidelines. Kitchens are kept to a high standard in respect of cleaning arrangements, waste disposal and pest control. Each user group preparing and serving food on a regular basis must have at least one person trained to a level 2 standard of food hygiene. Users serving hot food on a regular basis must have Food Safety Management procedures in place and be registered with the local authority.	Documentation of fridges and freezers temperature checks. Basic food hygiene. HACCP. Cleaning schedule in place. NOP- waste disposal. Allergens.	Moderate but Possible = Medium Risk

ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
1	<i>Ensure annual maintenance contracts for Fire alarm, Security alarm and checking fire equipment are done on time</i>	<i>Stephen Collins</i>	<i>Centre Manager</i>	<i>Ongoing</i>		
2	<i>Ensure Health and Safety audits are done each quarter</i>	<i>Stephen Collins</i>	<i>Centre Manager</i>	<i>Ongoing</i>		

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information



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ACTION PLAN (insert additional rows if required)	To be actioned by:			Action completed:	
Additional control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Position	Date	Signature	Date

Please highlight any risks that are not on this assessment immediately to the Centre Manager

Scheduled date of next review <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	Are there any changes to the activity since the last review? <i>Clarify that all the controls are still in place and how they are monitored on a regular basis.</i>	Signature of manager	Date of review
<i>July 2021</i>			
<i>July 2022</i>			