

Company/Client/Department	Trowbridge Town Council – Civic Centre (NHS Blood Donor sessions)
Date:	10/06/2020
Work Area / Activity / Task:	Civic Centre

ASSESSMENT OF HAZARD / RISK (assume no controls in place)							ASSESSMENT OF CONTROLS AND ACTION PLAN					
No	Hazards Identified	Persons at Risk	What Harm Might Befall	Potential Severity	Likelihood / Probability	Risk Rating	Controls in Place	Further Action Required	Action By	Due Date	Date Done	Residual Risk After Controls In Place
1	Transmitting of COVID-19 through airborne particles	E PUB	Catching/transmitting of COVID-19	4	5	20	No more than two members of the Civic Team are in the Civic at any one time. Strict social distancing measures are in place and staff are seated in access of 2 metres apart. Tape has been placed on the floor in front of the enquiries desk to keep the public at a 2m distance. Perspex screens have been erected at the Enquiries desk to ensure further safety of staff and customers.	Replace tape as required. To make sure all staff follow the procedures.	01/07/2020			
2	Transmitting of COVID-19 through touching surfaces in the building.	E PUB	Catching/transmitting of COVID-19	4	5	20	Anti-bacterial spray will be used before and after each session in the Civic Centre. Spraying and cleaning all buttons, handles and objects that are touchable. Hand sanitiser is easily available and must be used when entering and leaving the Civic office. Signage is in place to make all staff aware. The public toilets in the Foyer have hand sanitizer stations when entering the toilets. Clear instructions are displayed inside	To make sure everyone follows this procedure and reports straight away if hand sanitiser or anti-bacterial spray starts to get low. To ensure clear signage is always on view for the public.	01/07/2020			

						20	to remind users to wash their hands thoroughly before exiting.					
3	Transmitting of COVID-19 through to other people	E PUB	Transmitting of COVID-19	4	5	20	Any employee with symptoms of COVID -19, and/or household members or being in contact with someone with symptoms, is not permitted into the office or building. They must stay home and follow the government guidelines and only return after following the guidelines.	To be alert and aware of who the employee (yourself) comes into contact with outside of the building. To follow government guidelines not just when in the office/building	01/07/2020			
4	Transmitting of COVID-19 through personal items	E PUB	Transmitting of COVID-19	4	5	20	All employees are not to bring in personal items from home with them into the building other than what they need for that shift. Signage is in place to make public aware that cloakroom areas are not in use.	All shared spaces including coat and bag hangers are closed off and must not be used.	01/07/2020			

Persons at Risk: E (employee), YP (young person / child), CON (contractor), PREG (pregnant mother), LW (lone worker), DIS (disabled), SN (special needs), PUB (public), VIS (visitor), A (agency)
Potential Severity: 1 (No injury) 2 (Minor) 3 (Moderate) 4 (Major) 5 (Catastrophic)
Likelihood / Probability: 1 (Extremely unlikely) 2 (Unlikely) 3 (Possible) 4 (Likely) 5 (Almost certain)
Risk Rating: 1-4 (LOW) 5-10 (MEDIUM) 12-25 (HIGH)

Risk assessment prepared by: Paul Weimar	Date: 10/06/2020	Date of next scheduled review: As required	Contract Supervisor:
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