

Company/Client/Department	Trowbridge Town Council
Date:	07/09/2020
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. All visitors are reminded to wear a face mask when entering the building. There is clear signage present throughout the building to remind staff & visitors to keep a safe distance and use the provided hand sanitiser. Signage is at the entrance to remind visitors not to enter the building if they are	Ensure signage is kept up to date with guidelines.	07/09/2020	07/09/20	07/09/20	4 x 2 = 8

							experiencing symptoms of Covid-19 or if they have been in contact with anyone who has symptoms.					
2	Transmitting of COVID-19 through touching surfaces in the building.	E PUB	Catching/transmitting of COVID-19	4	5	20	<p>The Civic is thoroughly cleaned daily by contract cleaners. Anti-bacterial sprays are used before and after each session in the Civic paying particular attention to door handles, buttons and objects that are touchable. Large, clear signage is in place to remind staff and visitors of social distancing and hand washing. The public toilets have a hand sanitiser station to use before entering the toilets. Clear reminders are displayed inside for users to wash their hands thoroughly before exiting.</p> <p>The Sound & Light Gallery is to be made out of bounds to everyone except The Civic Manager and Civic Assistant Manager. Signage has been put in place to enforce this message.</p> <p>Equipment must be wiped down after use. Hand sanitiser and disinfectant wipes will be provided.</p>	To make sure Civic staff follow this procedure and report if hand sanitiser or anti-bacterial spray starts to get low. To ensure clear signage is always on view to remind staff not to enter.	07/09/2020	07/09/20	07/09/20	2 x 4 = 8
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 building. They must stay home and follow the government guidelines and only return after following the guidelines.	<p>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.</p> <p>To report any instances of Covid-19 immediately.</p>	07/09/2020	07/09/20	07/09/20	1 x 4 = 4

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 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 continue to not be used.	07/09/2020	07/09/20	07/09/20	1 x 4 = 4
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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: 07/09/2020	Date of next scheduled review: As required	Contract Supervisor:
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