

Company/Client/Department	Trowbridge Town Council – Longfield Community Centre
Date:	14/09/2020
Work Area / Activity / Task:	

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	Poten-tial Sever-ity	Likli-hood / Prob-ability	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	PUB	Catching/transmitting of COVID-19	4	5	20	Stay at home guidance if unwell at main entrance and in main hall. Large clear signage outside door entrances to encourage social distancing. Toilets are blocked off and only the disabled toilet in in use which is one person at a time. Visitors are asked to wear face masks when entering the building. Hirers of the hall are asked to have only one person open the building and then have attendees enter by the fire exits at the back of the hall. They must leave by the same route and only one person to close up when they have finished.	Ensure signage is kept up to date and hand sanitiser is replenished.	14/09/2020	14/09/20	14/09/20	2 x 4 = 8
2	Transmitting of COVID-19 through touching surfaces in the building.	PUB	Catching/transmitting of COVID-19	4	5	20	Thorough cleaning of the premises to be carried out each day by contract cleaners. Spraying and cleaning all buttons, handles and objects that are touchable. Hand sanitiser is made available and must be used when entering and leaving the	To ensure clear signage is always on view for the public. Hand sanitisers are kept full at all times and checked daily by contract cleaners.	14/09/2020	14/09/20	14/09/20	2 x 4 = 8

							Community Centre. Signage is in place to make all users aware. Only the disabled toilet is in use to ensure only 1 person at a time. Clear instructions are displayed inside to remind users to wash their hands thoroughly before exiting. The kitchen is to remain out of use for now. Hirers must clean down any surfaces, chairs or tables that have been used during the session.					
3	Transmitting of COVID-19 through to other people	PUB	Transmitting of COVID-19	4	5	20	Anyone 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. Signage will be on the front door to remind users of this. Bookings in the main hall will have 15 minutes either side to ensure hirers have time to clean up afterwards. Any refuse must be taken off premises by the hirer.	Ensure all signage is clear and up to date.	14/09/2020	14/09/20	14/09/20	1 x 4 = 4
4	Transmitting of COVID-19 through personal items	PUB	Transmitting of COVID-19	4	5	20	Hirers are asked not to bring personal items from home with them into the building other than what they need for that session. 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.	14/09/2020	14/09/20	14/09/20	1 x 4 = 4

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: 14/09/2020	Date of next scheduled review: As required	Contract Supervisor:
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