

Company/Client/Department	Trowbridge Town Council
Date:	09/04/21
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 staff than is necessary to facilitate safe conduct during events or bookings are in the Civic at any one time. Strict social distancing measures are in place and staff in the office are seated in access of 2 metres apart. Staff must wear PPE at all times when in the presence of the public and other departmental staff. 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. Anyone exempt from this must provide proof otherwise they will not be allowed to enter the premises. There is clear signage present throughout the building to remind staff &	Ensure signage is kept up to date with guidelines.	PW	09/04/21	23/04/21	4 x 2 = 8

							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 experiencing symptoms of Covid-19 or if they have been in contact with anyone who has symptoms. Room capacities have been reduced in line with government guidelines and rooms will be allocated that are suitable to stay within these guidelines. Windows and doors will be open to allow fresh air to circulate and our ventilation systems will be on in rooms where no windows open. NHS track & trace signs will be visible at all entrances to the building and visitors are reminded to scan the QR code before they enter.					
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. Only the disabled toilet in the foyer is available for public use and there is 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 &amp; Light Gallery is to be made out of bounds to everyone except The Civic Staff. Signage has been put in place to enforce</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.	PW	09/04/21	09/04/21	2 x 4 = 8

						20	<p>this message. Equipment must be wiped down after use. Hand sanitiser and disinfectant wipes will be provided.</p>					
3	Transmitting of COVID-19 through to other people	E PUB	Transmitting of COVID-19	4	5	20	<p>Any employee or visitor 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 current government guidelines.</p>	<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. Scan the NHS QR code when you are on a shift.  To report any instances of Covid-19 immediately.</p>	PW	09/04/21	09/04/21	1 x 4 = 4
4	Transmitting of COVID-19 through personal items	E PUB	Transmitting of COVID-19	4	5	20	<p>All employees and visitors are not to bring in personal items from home with them into the building other than what they need for that shift or meeting. Signage in place to make public aware that cloakroom areas are not in use.</p>	<p>All shared spaces including coat and bag hangers are closed off and must continue to not be used.</p>	PW	09/04/21	09/04/21	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: 23/04/21	Date of next scheduled review: As required	Contract Supervisor:
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