

Risk Assessment

Risk assessment template based on the Health and Safety Executive model.



Activity/Person/Location	Community Suite – Covid 19 assessment
Service Area	
Manager	Nadim Mea
Assessor(s) including employee representative	Nadim Mea
Date of assessment	29 th September 2020
Review date	30 th Oct 2020

Resultant Risk Rating Please tick	
High	
Medium	
Low (normal)	X

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Catching the virus through airborne	Staff Members Visitors	Posters, social media and web information, instructing users that show signs of the virus not to use the site. Catch it, Kill it, Bin it poster in Sanitising spray, hand towels and pedal bins in room. Poster on display with general guidelines. Limiting number to meet social distance guidelines. 16 people. Supervision by booking holder. No use of other areas. Lift out of use.	Continue to follow Government guidelines for advice.			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>Use of face masks when walking through building.</p> <p>Use of face mask if required in room.</p>				
<p>Virus through touching items</p>	<p>Staff Members Visitors</p>	<p>Catch it, Kill it, Bin it posters in room.</p> <p>Sanitising spray, hand towels and pedal bins in in room.</p> <p>Restricted number allowed in room, 16 people.</p> <p>Poster on display with general guidelines.</p> <p>Supervision of by booking holder.</p> <p>Regular cleaning of the equipment by leisure staff and cleaners after room usage.</p> <p>Deep cleans, daily in the morning.</p> <p>Toilets in foyer use only.</p> <p>Poster encouraging washing hands regularly in room.</p> <p>Encouraging users to spray down with anti bac spray after if sneezing droplets are dispersed.</p> <p>No moving furniture.</p> <p>No leaving any items behind.</p>	<p>Continue to follow Government guidelines for advice.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Virus through close contact	Staff Members Visitors	No close contact work. No facing each other whilst using room under 2 metres. Lift out of use.	Continue to follow Government guidelines for advice.			
Arriving and leaving	Staff Members Visitors	Download and use the Covid 19 NHS app when on site. Temperature camera from Bouygues captures temperature.	On loan from Bouygues.			

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.