

# Risk Assessment

## Guidance Notes

1. Identify the risks and hazard applicable to your setting
2. Add / edit the form below (we have included some extra columns at the end of the form).

**NOTE: risk / hazards and control measures are for guidance only**

3. For each risk/hazard, record the Likelihood (L) and Severity (S) of each using the scales below.

### Likelihood

- 5 - Almost Certain – Very High Risk
- 4 - Probable – High Risk
- 3 - 50/50 – Medium Risk
- 2 - Improbable – Low Risk
- 1 - Almost impossible – Low Risk

### Severity

- 5 - Fatality – Very High Risk
- 4 - Severe incapacity – High Risk
- 3 - Absent 3 weeks – Medium Risk
- 2 - Absent less than 1 day – Low Risk
- 1 - Insignificant – Low Risk

4. Multiply the likelihood (L) by the severity (S) to give you a total risk (R) for example: Likelihood (L) = 2 Severity (S) = 3 Total risk (R) (3x2) = 6
5. Look up the Total risk below to decide the type of action required

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

6. If required (total risk score is 5 or higher), record any required additional control measures and recalculate the total risk

# Risk Assessment

<b>Date:</b>	
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<b>Assessors Name:</b>		<b>Reference Number:</b>		<b>Review Date:</b>	Ongoing – as per government guidance updates
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<b>Endorsed By:</b>		<b>Signature:</b>		<b>Position:</b>		<b>Date:</b>	
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<b>Description of assessment</b>	Coronavirus (COVID-19)
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<b>Location Details</b>	Community Building/Centre
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R			Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R		
		S	L	R					S	L	R
<b>Catching / Spreading</b>	Employees, Trustees,volunteers				<ul style="list-style-type: none"> <li>Staff assessment to be carried out prior to a return to work so that any new or additional health conditons need to be considered, ie a pregnancy or recently diagnosed condition</li> <li>Staff mental health and welfare to be assessed by managers before each member of staff is authorised to return to work</li> <li>Welfare facilities will contain suitable levels of soap and antibacterial gel.</li> <li>Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds.</li> <li>Tissues will be provided for all employees. Employees should use</li> </ul>						

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Catching / Spreading (continued)					<p>their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <ul style="list-style-type: none"> <li>• Employees, and Volunteers are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>• A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</li> <li>• Employees and volunteers to report to their line manager if they think they have Covid 19</li> <li>• Staff will be told to stay at home for 7 days should they find they have the symptoms of Covid 19</li> <li>• Track and trace measures to be introduced and implemented if a staff member, volunteer or service user contracts Covid 19</li> <li>• Should employees/volunteers disclose that people living with them are self-isolating, they should be encouraged to do the same as per Government guidance.</li> </ul>						

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<b>Building Access Points</b>	Employees, Trustees, Volunteers, Service users				<ul style="list-style-type: none"> <li>Regular cleaning of door handles, push points, door entry systems</li> <li>Hand sanitizer, anti-bac spray and wipes/ paper towels and method of disposal to be provided</li> </ul>						
<b>Building Interior</b>	Employees, Trustees, Volunteers, Service users including clinically vulnerable, pregnant woman and those with pre-existing health conditions				<ul style="list-style-type: none"> <li>Managers and Trustees to decide what level of service can be offered safely</li> <li>Managers and Trustees to carry out a risk assessment to decide if any face to face work can take place and if absolutely necessary PPE must be provided</li> <li>Staff meetings to be carried out by other methods such as telephone conferencing, Zoom, Teams etc</li> <li>Staff /Volunteer/ Service Users training sessions to be delivered using online or virtual tools</li> <li>Signage on walls of corridors, offices and communal areas to inform about social distancing, symptoms to look out for, track and trace details and hand washing</li> <li>Work stations and desk space should be assessed and if necessary re-arranged to ensure adequate distancing</li> </ul>						

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<b>Multi-Tenanted Buildings</b>	Staff/Volunteers/Trustees/Service Users				<ul style="list-style-type: none"> <li>Spare chair should be stacked and communal chairs should be removed from the office or office spaces.</li> <li>One way system for moving around office space should be introduced with adequate signage and information</li> <li>Spaced queuing systems</li> <li>Floors marked for social distancing</li> <li>One-way system inside the building with signs on the walls/floor</li> <li>Staff rota to limit the number of people in the office</li> <li>Staggered start and leave times to limit people in the office and to avoid rush hour</li> <li>Communal /shared access areas to have floor markings and signage for social distancing and hygiene measures</li> <li>Central reporting system so that other building users can be alerted if there has been exposure to Covid 19</li> </ul>						

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<b>Building Exterior/Outside Space</b>	Employees, volunteers, Service users				<ul style="list-style-type: none"> <li>Identify outside areas that can be used safely</li> <li>Areas marked for physical distancing</li> <li>Hygiene measures to be implemented</li> <li>Clear signage and guidance to be displayed</li> </ul>						
<b>Parking Areas/Vehicle Access</b>	Employees, volunteers, Service users				<ul style="list-style-type: none"> <li>Adequately spaced parking places with social distancing signs</li> <li>Clearly signed disabled parking</li> </ul>						
<b>Transport and travel</b>	Employees, volunteers, Service users				<ul style="list-style-type: none"> <li>Encourage walking and cycling</li> </ul>						
<b>Goods Delivery</b>	Employees, volunteers, Service users				<ul style="list-style-type: none"> <li>Designated Drop-Off point</li> <li>Awareness of delivery times to ensure a clear area and to limit contact</li> <li>One named person to receive deliveries</li> </ul>						

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					<ul style="list-style-type: none"> <li>Staff should not be ordering personal items to be delivered to work</li> </ul>						
<b>Kitchen Area</b>	Employees, volunteers, Service users				<ul style="list-style-type: none"> <li>Risk assessment to be carried out to decide on whether the kitchen should be re-opened</li> <li>Limited number of users</li> <li>No public access</li> <li>Regular and thorough cleaning</li> <li>Hand sanitizer, anti-bac spray and wipes and method of disposal to be provided</li> <li>Clear signage and instructions</li> <li>Training sessions for kitchen staff</li> </ul>						
<b>Refreshments/Drinking Water</b>	Employees, volunteers, Service users				<ul style="list-style-type: none"> <li>Individuals to bring their own cups and cutlery and use kettles in offices and rooms</li> <li>Bottled drinking water to be provided</li> <li>Rubbish to be taken home and disposed of</li> </ul>						

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<b>Toilets/Baby Change</b>	Employees, volunteers, Service users				<ul style="list-style-type: none"> <li>Limit numbers to one person at a time</li> <li>Signage on the main door to be turned by the user to engaged or vacant</li> <li>Waiting System</li> <li>Personal Hygiene instructions to be followed, hand washing, wipe down of sink or baby change areas</li> <li>Hand wash, anti-bac spray/wipes to be provided and method of disposal</li> <li>Regular closure for cleaning throughout opening times</li> <li>Extra cleaning to be arranged with cleaning contractors</li> </ul>						
<b>First Aid</b>	Employees/volunteers Service users				<ul style="list-style-type: none"> <li>Named first Aiders</li> <li>PPE to be made available</li> <li>Training update for named first aiders on appropriate responses</li> </ul>						
<b>Fire Alarms</b>	Employees				<ul style="list-style-type: none"> <li>Regular checks of fire alarm system by named staff</li> <li>Suspend fire drills to avoid mass evacuation</li> </ul>						

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<b>Building Maintenance</b>	Employees Including caretaking staff, cleaning contractors and building contractors				<ul style="list-style-type: none"> <li>• Delay or reschedule non - emergency repairs or planned maintenance</li> <li>• Plan and timetable work around building use.</li> <li>• Flexible hours and sessions to be agreed in advance to fit with building use</li> </ul>						
<b>Risk / Hazard</b>					<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>						
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