



Risk Assessment

All hirers must complete their own risk assessment and both Centre booking forms prior to date of hire

Risk Assessment

Area or people at risk	Risk Identified	Risk Rating				Actions to take to mitigate risk	Notes	Date completed
		Likelihood	Severity/Consequence	Multiply (L) x (S/C) to produce Risk Rating (RR)				
		(L)	(S/Q)	(RR)	L/M/H			
Community Centre and equipment. Committee, Caretaker, hirers, contractors and visitors.	Bringing COVID-19 in to the building	4	1	4	LOW	Stay at home if unwell guidance displayed at all entrances to building.		Ongoing
Caretaker	Disposing of rubbish containing tissues and cleaning cloths.	5	2	10	MEDIUM	Caretaker provided with protective overalls, plastic or rubber gloves, mask & face shield.		Ongoing
Caretaker	Deep cleaning premises if someone falls ill with COVID-19 on the premises.	2	4	8	LOW	Caretaker provided with protective overalls, plastic or rubber gloves, mask & visor if needed to clean whilst waiting for CCBC cleaners.	CCBC to carry out deep clean if someone falls ill.	Ongoing

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Entrance and exit doors	Narrow corridors. Unable to pass whilst distancing.	5	4	20	HIGH	Entrance and Exit doors identified to provide one way system for each floor marked by signage.	Have numbered doors to make instructions for hirers easier to explain to those attending bookings.	Ongoing
Door handles, light switches and surfaces	Contamination from being touched.	5	3	15	MEDIUM	Hand sanitizer provided at all entrances and exits with instructions that it must be used by everyone entering & leaving centre.		Ongoing
Hirers and visitors	Crossover of booking sessions	4	2	8	LOW	Will spread bookings throughout the day to ensure there is no crossover.	Will allow cleaning time between bookings. One way system will also stop crossover.	Ongoing

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Hirers and visitors Committee, Caretaker, hirers, contractors and visitors.	Spread of COVID-19	5	5	25	HIGH	Social Distancing must be adhered to at all times. Maximum capacities for each room to be adhered to.		Ongoing
Hirers and visitors Committee, Caretaker, hirers, contractors and visitors.	Spread of COVID-19	5	5	25	HIGH	Everyone over the age of 11 must wear face coverings whilst in indoor public places.		Ongoing
Toilets on all floors	Social distancing not possible	5	5	25	HIGH	One in one out at all times. Waiting area designated by signage.	Caretaker to ensure that toilet paper, soap and hand drying facilities are provided.	Ongoing

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Committee, Caretaker, hirers, contractors and visitors.	Lack of airflow	5	3	15	MEDIUM	Open all windows and prop open non-fire doors to allow airflow.		Ongoing
Kitchens in centre	Lack of social distancing due to size. Risk of items not being cleaned properly after use.	3	3	9	LOW	Encourage hirers to bring own food and drink. If kitchen must be used, 1 designated person to use per session. Dishwasher use only & hirer to supply own teatowel. Soap to wash hands to be provided.		Ongoing
Hirers	Contact Tracing	1	1	1	LOW	It is the hirer's responsibility to take contact details of all attending & keep for the required time.		Ongoing

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Committee	Cash Handling	2	1	2	LOW	In the event that a hirer pays in cash. This is to be received in correct change only, placed in a moneybag to minimize contact with cash.	Ongoing	
Committee, Caretaker, hirers, contractors and visitors.	Cleanliness of building	3	3	9	LOW	Caretaker to clean in between bookings and on a daily basis. Caretaker to use antibacterial /antiviral cleaner on all relevant surfaces.	Ongoing	

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Statutory and general maintenance of building	Building not being safe	1	5	5	LOW	Regular tests & checks to be carried out for legionella, fire alarm, fire doors, emergency lighting, PAT testing and insurance/boiler/lift/fire inspections. Maintenance as required to be reported to Facilities.		Ongoing
Committee, Caretaker, hirers, contractors and visitors.	First aid	2	2	4	LOW	First aid boxes available on all floors of centre. Hirers responsibility to use and inform committee/caretaker of any items that need replacing.		Ongoing

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Committee, Caretaker, hirers, contractors and visitors.	In the event of a fire alarm	1	5	5	LOW	In the event on a Fire Alarm being activated. Please leave by the nearest exit. This may mean not following one way system. All persons to congregate by car park gate.	Ongoing	
Hirers	Contact Tracing	1	1	1	LOW	All attendees must scan the QR code displayed on posters at entrance of Centre using the NHS Covid-19 App.	Ongoing	

Key

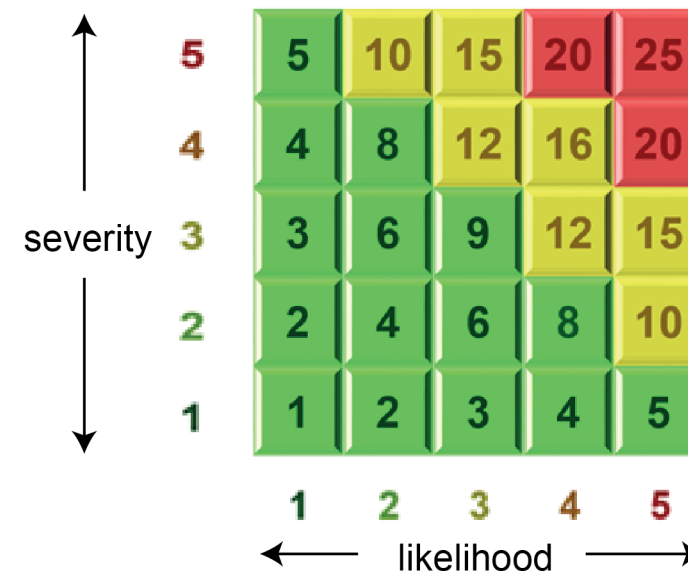
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Likelihood

1. Very unlikely
2. Unlikely
3. Fairly likely
4. Likely
5. Very likely

Severity/Consequence

1. Insignificant
2. Minor
3. Moderate
4. Major
5. Catastrophic



HIGH

Unacceptable stop activity. Make immediate improvements.

MEDIUM

Look to improve within a specified timescale where reasonably practicable.

LOW

No further action, but ensure controls maintained and look to improve at next review