

Risk Assessment

Task:	Day to day operation of the Public Hall including Covid-19 precautions	Date Assessed:	16.10.2021	Assessed by	Jacqui Orange, Facilities Manager
Location/Dept:	Public Hall	Review date:	Monthly	Ref:	007

Training & supervision:	
PPE required:	Face covering
Other instruction:	This risk assessment will be shared with hirers via www.liskeard.gov.uk and displayed in the Public Hall.

Identified Hazard	Who might be harmed and how?	Level of risk (LxS=R)	Control Measures	Further controls required for improvement	Action by who	By when	Level of residual risk (LxS=R)
Covid-19 restrictions have been lifted but the virus is still circulating in our community. We need to continue to take precautions to keep ourselves and those around us safe.	Staff, contractors, hirers & public	3x5=15	<p>If you think you may have Covid-19 symptoms take a PCR test and stay at home. The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.</p> <p>Further information about Covid-19 is available on the Cornwall Council website: https://www.cornwall.gov.uk/health-and-social-care/information-about-coronavirus/</p>				2x5=10

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			<p>Use the hand sanitiser stations located at all key entry/exit points into the building.</p> <p>Wash your hands regularly and for at least 20 seconds with soap.</p> <p>Please continue to observe the one-way system and maintain social distancing where possible.</p> <p>Wear a face covering in crowded spaces to help protect others. Face covering are available from the caretakers – please ask.</p> <p>Check in using the NHS Covid App.</p> <p>Rooms will be well ventilated to reduce risk of the transmission of COVID-19 by opening windows and doors (fire doors must not be propped open).</p> <p>Communal areas and meeting rooms will be cleaned before and after use. All high-touch surfaces</p>				

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			<p>will be regularly sanitised e.g. handrails, door handles, push pads.</p> <p>All hirers will be provided with a copy of this risk assessment. In addition, they will also be required to provide a copy of their own risk assessment.</p>				
Slips, trips, and falls	Staff, contractors, hirers & public	2x2=4	The building will be regularly checked by a member of staff for risks e.g. loose carpet tiles. Keep all areas tidy. Do not obstruct passageways.				1x2=2
Fire	Staff, contractors, hirers & public	2x5=10	All staff, contractors and visitors should be aware of the fire evacuation procedure. Note – the main lobby area is a fire exit and should not be obstructed (no parking of buggies, scooters, etc).				1x5=5
First aid & accident reporting	Staff, contractors, hirers & public	2x3=6	First Aid kits are available in each room and include basic instruction on first aid. There is an AED located in the lobby and another in the in the external porch at Barras				2x2=4

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			Street. Wherever possible, ensure a trained first aider is present.				
Electrical safety	Staff, contractors, hirers & public	2x4=8	All portable electrical equipment must be PAT tested.				1x4=4
Accidental damage or vandalism	Staff, contractors, hirers & public	2x1=2	Report all breakages and damages to a caretaker or Facilities Manager.				2x1=2
Theft	Staff, contractors, hirers & public.	1x4=4	Ensure safe cash handling systems are in place if appropriate. Secure all rooms when not in use.				1x3
Violence & threatening behaviour	Staff, contractors, hirers & public	2x3=6	Minimise lone working as much as possible.				2x3=6

Risk Assessment

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

ENSURE THAT YOU HAVE:

ACTION	YES	CONFIRMED BY	COMMENTS
Reviewed the updated guidance from Public Health England on Covid-19	Y		
Identified and implemented the (new) recommended control measures	Y		
Ensure cleaning regime is in place prior to re-opening any buildings and check all equipment is in good, safe working order.	Y		
Adequate supplies of PPE for all staff that require it	Y		
Provide information notices at relevant points e.g. entry points, toilets, kitchen areas	Y		