

Risk Assessment

Task:	Day to day operation of the Public Hall during COVID 19	Date Assessed:	05.01.2021	Assessed by	Jacqui Orange, Facilities Manager
Location/Dept:	Public Hall	Review date:	Monthly	Ref:	007

Training & supervision:	
PPE required:	Face covering
Other instruction:	

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)
Preventing the spread of COVID-19	Staff, contractors & public	3x5=15	<p>The Public Hall is open to the public for healthcare, support groups and religious worship ONLY.</p> <p>DO NOT ENTER the Public Hall if you or anyone in your household or support bubble have COVID-19 symptoms e.g. continuous cough, temperature and loss of taste/smell. STAY AT HOME and get a TEST.</p> <p>Further information about COVID-19, including when to self-isolate and how to book a test is available on the Cornwall Council website</p>				2x5=10

Risk Assessment

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)
			<p>https://www.cornwall.gov.uk/health-and-social-care/public-health-cornwall/information-about-coronavirus-covid-19/.</p> <p>A face covering must be worn in all communal areas of the building e.g. lobby, stairs, toilets, however, we strongly advise that a face covering is ALWAYS worn unless exempt.</p> <p>All individuals (including staff and councillors not routinely working from the Public Hall) should provide details for the purposes of contact tracing or check-in using the NHS COVID-19 app (this information can be collected by group organiser if appropriate). Any refusal to provide contact details will mean entry is denied. All records will be destroyed within 21-days.</p> <p>Arrive as close to the appointment or meeting start time as possible and leave promptly at the end. There is no gathering allowed in any of the communal areas or</p>	<p>Avoid start/finish times that may clash with the school run.</p> <p>Notify staff and visitors that there is no smoking</p>	<p>ET</p> <p>ET/JO</p>	<p>On-going</p> <p>On-going</p>	

Risk Assessment

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)
			<p>pavement outside the entrance doors.</p> <p>Stay 2m apart from anyone not in your household or support bubble, where this is not possible, stay 1m apart with extra precautions e.g. face covering.</p> <p>On entering Public Hall everyone MUST wear a face covering and sanitise hands at the hygiene stations located in the lobby area.</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 will be regularly sanitised e.g.</p>	<p>allowed outside the building entrance or approaches to the building because of the narrow footpath.</p> <p>All soap and sanitiser dispensers checked and topped up frequently.</p> <p>Provide sanitising wipes in each meeting room.</p>	<p>Caretakers</p> <p>Caretakers</p>	<p>On-going</p> <p>On-going</p>	

Risk Assessment

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)
			<p>handrails, door handles, push pads, etc.</p> <p>Signs throughout the building will advise on the wearing of face coverings, one-way systems, etc.</p> <p>Avoid sharing equipment as much as possible. All used equipment will be sanitised after use e.g. chairs, tables. All equipment not to be used must be put away.</p> <p>Store personal belongings e.g. coats separately and/or keep them with you.</p> <p>All bins emptied DAILY.</p> <p>All hirers will be provided with a copy of this risk assessment and a copy of the Special Regulations (COVID-19). In addition, they will also be required to provide a copy of their own risk assessment.</p> <p>Measures are in place to ensure social distancing is in place e.g. one-way system, staggered start/finish</p>	<p>Check signs are in situ and up to date.</p>	<p>Caretakers</p>	<p>On-going</p>	

Risk Assessment

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)
			<p>times. All users are required to follow the guidelines on social distancing during their visit.</p> <p>Room layouts will be restricted and re-designed to ensure social distancing in place.</p>				
Slips, trips and falls	Staff, contractors & 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
Working at height	Staff, contractors & public	2x3=6	Minimise need for working at height wherever possible. If using a ladder check it is safe to use. Always work in pairs with one person 'footing' the ladder. Only people trained and competent to do so to use ladders.				1x3=3
Manual handling	Staff, contractors & public	2x3=6	Minimise the need for manual handling wherever possible e.g. by using a sack truck, breaking down large items into smaller, more manageable sizes.				1x3=3

Risk Assessment

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)
Chemicals	Cleaning staff when cleaning toilets, etc	2x3=6	All hazardous substances must be entered on the COSHH register. All hazardous substances must be safely stored, and staff and contractors trained in their use.				1x3=3
Fire	Staff, contractors & 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
Lone working	Staff & contractors at increased risk of harm if there is an accident or someone becomes unwell.	2x3=6	Minimise the need for lone working and, wherever possible, work in pairs. If lone working, make sure someone knows where you are at all times. Operate a 'buddy' system and notify them when you enter and leave the building.				2x2=4
First aid & accident reporting	Staff, contractors & publics	2x3=6	First Aid kits are available in each room and includes basic instruction on first aid. An AED is located in the lobby. Wherever possible, ensure a trained first aider is present.				2x2=4

Risk Assessment

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)
Electrical safety	Staff, contractors & public	2x4=8	All portable electrical equipment must be PAT tested.				1x4=4
Accidental damage or vandalism	Staff, contractors & public	2x1=2	Report all breakages and damages to a caretaker or Facilities Manager.				2x1=2
Theft	Staff, contractors & 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 & 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			
Identified and implemented the (new) recommended control measures			
Ensure cleaning regime is in place prior to re-opening any buildings and check all equipment is in good, safe working order.			
Adequate supplies of PPE for all staff that require it			
Provide information notices at relevant points e.g. entry points, toilets, kitchen areas			