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| --- | --- |
| This template can be used to help you produce a risk assessment.  Please contact [reception@liskeard.gov.uk](mailto:reception@liskeard.gov.uk) or [facilities@liskeard.gov.uk](mailto:facilities@liskeard.gov.uk) if you need some further help with the risk assessment. | |
| Name of booking/ event: |  |
| Name of person completing risk assessment: |  |
| Date of booking: |  |
| Date risk assessment completed: |  |

| Identified Hazard e.g. Covid-19, fire. | Who might be harmed and how? | Level of risk i.e. LOW, MEDIUM, HIGH \* | Control Measures | Level of risk after control measures are put in place i.e. LOW, MEDIUM, HIGH \* | Notes |
| --- | --- | --- | --- | --- | --- |
| Covid-19   |  | | --- | |  | |  | HIGH | The government’s current guidance is to: Get vaccinated and get your booster dose; consider wearing a face covering especially in crowded indoor spaces and/or with people you don not normally mix with; wash your hands regularly and cover coughs and sneezes; keep windows and doors open. For further information - <https://www.cornwall.gov.uk/health-and-social-care/information-about-coronavirus/> | MEDIUM |  |
| Fire Safety |  |  | . |  |  |
| Slips, trips, and falls |  |  |  |  |  |
| Food safety - |  |  |  |  |  |
| Electrical safety |  |  | . |  |  |
| Accidental damage, vandalism, or theft e.g. handling cash. |  |  |  |  |  |
| Working at Height e.g. using ladders, platforms. |  |  |  |  |  |
| Manual Handling |  |  |  |  |  |
| Dealing with difficult customers, aggressive and/or ani social behaviour |  |  |  |  |  |
| Crowd control |  |  |  |  |  |
| Lost children/vulnerable adults |  |  |  |  |  |
| Accidents & illness |  |  | There are first aid kits provided in the Public Hall. There are two defibrillators, one in the lobby area and another in the porch on Barras Street. |  |  |

\* **HIGH RISK** = Highly likely to cause death, serious injury or illness

**MEDIUM** **RISK** = May cause injury or illness

**LOW** **RISK** = negligible risk

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| **ACTION** | **YES** | **CONFIRMED BY** | **COMMENTS** |
| Reviewed the updated guidance from Public Health England on Covid-19 |  |  |  |
| Identified and implemented all recommended control measures |  |  |  |
| Check all equipment is in good, safe working order and that those using it are trained and competent to do so. |  |  |  |
| Check you have read and understood the Emergency Evacuation Plan and what to do in case of fire. |  |  |  |
|  |  |  |  |