

Risk Assessment Template

This template can be used to help you produce a risk assessment.

Please contact reception@liskeard.gov.uk or 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	All	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 do 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	

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Fire Safety	All	HIGH	<p>The hirer will read and familiarise themselves with the Emergency Evacuation Plan – a copy can be found in each room and at https://www.liskeard.gov.uk/fire-evacuation-documents/.</p> <p>The Town Council operates a strict no-smoking policy throughout its premises, this includes lobby and porch areas.</p> <p>No tables, chairs, mobility scooters, buggies or other items will be placed in the lobby area as this is a fire exit.</p> <p>No naked flames, smoke, fog or dry ice machine, laser or pyrotechnics shall be used (pyrotechnics means apparatus or other devices used to produce smoke, coloured smoke or firework type effects).</p>	LOW	
Electrical safety	All	LOW	All equipment should be well maintained and in a good state of repair. Portable electrical equipment will be routinely (annually) PAT tested.		



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Accidents & illness	All	HIGH	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. In the event of an emergency dial 999.	LOW	



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* **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.			