



NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns L or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	1	8	17.67 HIGH
FUTURE:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
5	4	0	5.78 MEDIUM

Formulas

RISK BREAKDOWN

CURRENT:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	1	6	2
Severity	0	0	1	5	3
FUTURE:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	6	2	1	0
Severity	0	6	3	0	0

Formulas

Don't delete

Area or People at Risk of Harm	Risk Identified	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Comments / Notes	Current Overall risk as number	Future risk as number
			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs				
Staff, contractors caretakers, cleaners, maintenance workers	Droplets and aerosol transmission. Cleaning surfaces infected by people. Disposing of rubbish containing tissues or other materials infected with COVID-19	Regular handwashing Regular changing of cleaning cloths	4 - High	4 - High	HIGH	All caretakers, maintenance staff and cleaners to wear masks when in the building. Keep a 2 metre distance between staff and users. Users/Hirers and Staff to wear face covering on arrival. Poster and signage in place to remind of Government legislations and good hygiene practices. Cleaning and Caretaking staff provided with their own gloves, cloths and cleaning materials. All doors and windows open so the room is well ventilated.	4 - High	2 - Low	MEDIUM		16	8
Staff, contractors caretakers, cleaners, maintenance workers	Staff over 70 or deemed clinically vulnerable Staff with medical conditions meaning they are exempt from wearing a face covering Mental stress from handling the new processes	Regular handwashing Confidential discussion with line manager	4 - High	4 - High	HIGH	Staff over 70 or clinically vulnerable are advised not to attend work for the time being. Anyone who is exempt from wearing a face covering should be advised not to attend work the time being. Details of person's medical conditions should be kept confidential (within the direct line manger team.) Staff should be encouraged to raise concerns (or suggest improvements) about the new processes to the line manager in confidence without fear of reproach.	2 - Low	2 - Low	LOW		16	4
Staff, contractors caretakers, cleaners, maintenance workers	Concerns over users/hirers/groups regarding their compliance with the hiring rules	Hirers reminded at the time booking of the rules. Staff to report concerns to line manager (but remind or query minor issues with the client at the time)	3 - Medium	3 - Medium	MEDIUM	All hirers (using the hall from a group activity) to produce a risk assessment and submit it to the Parish Clerk in advance. Hand santiser, tissues and waste bins provided. COVID Compliance posters in place. Track and trace QR posters in place. Caretakers to report any breeches of the rules to the line manager or member of the CCMC immediately.	3 - Medium	3 - Medium	MEDIUM		9	9

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Users, Hirers, Groups	Concerns about contamination or transmission	Space swept between users	5 - Very high	5 - Very high	HIGH	COVID Compliance hirer rules to be issued to all users. Signage on COVID compliance and good hygiene in place. Space to be swept, between users. All touch points, toilets and surfaces to be cleaned between users (by caretaker). Deep clean once a week (cleaner or caretaker). Cleaning schedule to be kept in a visible place. All doors and windows open so the room is well ventilated.	2 - Low	3 - Medium	MEDIUM		25	6
Users, Hirers, Groups	Risk of breach of social distancing requirements and limit on group sizes of 6.	None	5 - Very high	5 - Very high	HIGH	Ensure hirers understand the limit on group sizes. User to submit copy of their own risk assessment. Reminder posters and information within room. All doors and windows open so the room is well ventilated	3 - Medium	3 - Medium	MEDIUM		25	9
Staff, contractors caretakers, cleaners, maintenance workers, users, hirers	If someone becomes ill while on the premises.	None	4 - High	5 - Very high	HIGH	Individual to be sent home immediately. IF unable to walk or travel individual should be isolated as far as possible (on a chair just outside of the fire exit.) Call 111 or 999. Hirer to inform Parish Clerk or Caretaker of all person present so track and trace process can be activated.	2 - Low	2 - Low	LOW		20	4
Car Park, Paths, exterior areas - Staff, contractors caretakers, cleaners, maintenance workers, users, hirers	Social Distancing not being observed as people congregate to be let in. People congregating or chatting in the car park before or after class/meeting. People dropping tissues.	None	4 - High	4 - High	HIGH	Car park and outside is vast therefore plenty of room for social distancing. Hirer to encourage class members to wait in their own cars until the doors are open or remain socially distanced from the other members of class arriving on foot. Litter or tissues found in or around the car park should be collected wearing gloves or using a litter picker and disposed correctly.	2 - Low	2 - Low	LOW		16	4
Entrance Foyer - Staff, contractors caretakers, cleaners, maintenance workers, users, hirers	Possible pinch points within a confined space. COVID-19 Contamination from touch points.	Regular handwashing	4 - High	4 - High	HIGH	Hirers should arrive through the appropriate fire exit and should be wearing a face covering, have washed their hands before arriving and sanitise their hands after entering the hall. There are two fire doors - one will be used for arrivals and for departure to minimise the risk of pinch points further. Class/group members should then be admitted via the fire exit door. Staff to regularly clean touch points and sanitise hands.	2 - Low	2 - Low	LOW		16	4
Upholstered Seating - Staff, contractors caretakers, cleaners, maintenance workers, users, hirers	Virus may be on fabric which is hard to clean	Occasional hoovering of chairs	4 - High	4 - High	HIGH	All fabric conference chairs have been removed from the hall. Only a limited number of conference seats remain available for use and the arms will be wiped between users and sprayed with sanitiser once a week. The fabric comfortable chairs will be covered or turned around with signage discouraging people to use them.	2 - Low	2 - Low	LOW		16	4

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Kitchen - Staff, contractors caretakers, cleaners, maintenance workers, users, hirers	COVID-19 contamination on surfaces, utensils, crockery, appliances etc	Regular cleaning	4 - High	5 - Very high	HIGH	KITCHEN IS CLOSED. Remind users to bring their own drinking water or flasks. Hirers should bring a supply of wipes or sanitising spray.	1 - Very low	1 - Very low	LOW		20	1
Cleaning Cupboard - Staff, contractors caretakers, cleaners, maintenance workers, users, hirers	COVID-19 contamination on cleaning equipment and door handles	Regular handwashing	4 - High	5 - Very high	HIGH	CUPBOARD IS CLOSED TO THE PUBLIC. Caretakers and Cleaners to be supplied with gloves, their own mops and cleaning equipment. All touch points to be wiped after use. Wash hands before and after cleaning.	2 - Low	1 - Very low	LOW		20	2
Toilets - Staff, contractors caretakers, cleaners, maintenance workers, users, hirers	COVID - 19 contamination Touch points - taps, toilet lid and seat, sinks etc Social Distancing not possible	Regular handwashing	4 - High	5 - Very high	HIGH	MAIN TOILET BLOCK IS CLOSED TO THE HIRERS, USERS, STAFF AND GENERAL PUBLIC (limited to School staff only) Encourage all users and visitors and staff to use their facilities before arriving at the Community Centre. The community centre toilet (within the hall) or the Disabled toilet (outside of the hall) can be used by users and hirers which is limited to one person. Hirer & Users to ensure the touch points are wiped and cleaned between toilet visits during their booked session. Toilet will be cleaned and sanitised between hirers by the caretakers. Toilet deep cleaned on a weekly basis. NB: The community toilet is closed for repairs currently	3 - Medium	2 - Low	MEDIUM		20	6