

Leighton-Linslade Town Council Risk Assessment Form

Location : <i>Linslade Memorial Pavilion</i>	Date Assessed: <i>13/07/20</i>	Assessed by: <i>Ian Haynes</i>
Task / Activity: <i>Safe use of multi-purpose community facilities</i>	Review Date: <i>Weekly</i>	Reference №: <i>Safely Reopening community facilities due to COVID-19</i>

Activity / Task	Hazards / Risks	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
How to raise a concern about COVID-19 in a multi-purpose community facility.	All employees and hirers can contact the Town Clerk and or the Responsible Health and Safety Office to raise any concerns in confidence.	Hirers Employees Visitors Contractors Elected Members	Mark S Town Clerk – 01525 631913 Ian Haynes Responsible Health and Safety Officer – 07960 873551 Or may contact the HSE by phone on 0300 003 1647	1	1	2	A copy of this risk assessment will be given to all hirers prior to them gaining access for their acceptance. Signed Staying COVID-19 Secure in 2020 notices will be displayed on all notice boards.
People who need to self - isolate	To make sure individuals who are advised to stay at home under government guidance do not physically come to venues for any reason.	Hirers Employees	See current guidance for people who have symptoms and those who live with others who have symptoms.	2	2	4	Check government guidance weekly and inform all organisations as required.
Social distancing and capacity	To maintain 2m social distance wherever possible at all times.	Hirers Employee Visitors Contractors	Everyone must maintain social distancing. User of community facilities should limit their social interactions to 2 households in any location. Maximum capacity for Linslade Memorial pavilion main hall is 11 people at any one time.	3	3	9	Social distancing applies to all parts of the building. Maximum capacity must be adhered to.

Coming to a multi-purpose community facility and leaving	To maintain social distancing wherever possible, on arrival departure and to ensure handwashing upon arrival.	Hirers Employee Visitors Contractors	Practice social distancing wherever possible. Ensure handwashing upon arrival or hand sanitiser where not possible at all entry/exit points.	3	3	9	Social distancing applies to all parts of the building. Discourage all non-essential conversations at entry and exit points.
Moving around the building	To maintain social distancing wherever possible while people travel through the facility.	Employee Visitors Contractors	Practice social distancing wherever possible. Restrict access between different areas.	3	3	9	Discourage all non-essential conversations at entry and exit points.
Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	Hirers Employees Visitors Contractors Elected Members	Only absolutely necessary participants should attend and 2m separation is maintained throughout and meetings should. Consider holding meetings outdoors or ensure rooms are well-ventilated (when guidance allows) Meeting time should be as short as possible.	3	3	9	Ensure hand sanitiser and tissues are freely available.
Common areas	To maintain social distancing while using common areas.	Hirers Employees Visitors Contractors	Practice social distancing wherever possible. Common areas such as kitchens must be only used by one person at a time.	3	3	9	Ensure hand sanitiser and tissues are freely in all common areas

Accidents, security and other incidents	To prioritise safety during incidents.	Hirers Employees Visitors Contractors	In an emergency, people do not have to stay 2m apart as this is considered unsafe. However, the amount of time social distancing measures can not be maintained must be kept to a minimum.	2	4	8	Everyone involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards.
Cleaning the workplace	To keep the facility clean and prevent transmission by touching contaminated surfaces.	Hirers Employees Contractors	All hirers have to keep the facility clean to prevent transmission by touching possibly contaminated surfaces. Frequent cleaning of areas and equipment that are touched regularly will have to be done by the hirer.	2	2	4	Provide approved wipes and cleaning products and in all areas aid in cleaning by all hirers. And our external contractor.
Hygiene – handwashing, sanitation facilities and toilets	To help everyone keep good hygiene.	Hirers Employees	Build awareness of good handwashing technique, increased handwashing frequency, avoid touching your face and cough or sneeze into a tissue which is binned safely, or into their arm if a tissue is not available. Keep good hygiene through the facility.	2	2	4	Provide regular reminders and appropriate signage to maintain personal hygiene standards. Provide hand sanitiser and tissues in every office. Enhanced cleaning by staff in the building on known hotspots. Where possible consider providing paper towels as an alternative to hand dryers in toilets.

Personal Protective Equipment (PPE) and face coverings	Facilities should not encourage the precautionary use of extra PPE to protect against COVID-19.	Hires Employees	Everyone should wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser. And continue to wash their hands regularly throughout their visit. Practice social distancing wherever possible.	2	2	4	Ensure all hirers are issuing hand sanitiser and stocks are maintained to ensure effortless replenishment.
Noise	All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other.	Hirers Employees	This includes but is not limited to refraining from playing music or broadcasts that may encourage shouting.	2	2	4	No loud music or broadcasting allowed.
NHS Test and Trace	Hirers should ensure that they can assist this service	Hirers	All hirers must agree to keep a temporary record of their customers and visitors for 21 days. This could help contain clusters or outbreaks.	2	2	4	
Communication	To make sure all organisations are kept up to date with how safety measures are being implemented.	Hirers Employees	Provide clear, consistent and regular communication. Communicate operational procedures to understand any unforeseen impacts.	3	3	9	Communicate approaches and operational procedures to suppliers, customers and working collaboratively with tenants to ensure where possible consistency.

Assessor's signature:

Responsible Health and Safety Officer's Signature:

Date:

Date:

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