

Section reference [1]		COVID-19 Risk Assessment									
Assessment type [2]		Specific hazard									
Assessment title		Reopening Risk Assessment COVID-19									
Documents used in support of this assessment [3]		COVID-19: Guidance for the safe use of multi-purpose community facilities									
Document links [4]											
People at risk [5]		Employees, users, hirers									
Name of centre/facility		Broughton Astley Village Hall				onal Health and Safety Services					
Ref	Hazards identified	Who is at risk? [6]	Recommended control measures to examine (based on industry practice) [7]	Control measures in place	PLR [8]	PSR [9]	RRN [10]	Further controls measures (risk reduction action plan) [11]	PLR [12]	PSR [13]	RRN [14]
COVID/01	Legionella	all	Increase in flushing taking place to reduce risk of legionella	Caretaker has been flushing during closure	1	5	5	No further action required			0
COVID/02	COVID-19-transmission from customers	Staff	Are there any roles or tasks within the premises where staff cannot maintain social distancing? Detail additional controls in place.	Caretaker will deep clean before re-opening. Covid-19 only lasts for 72 hours on surfaces so trace is unlikely	1	4	4	No further action required			0



COVID/03	COVID-19-transmission from customers	Staff	Where SD is not always possible, have mitigating controls been put in place to reduce the risk? e.g. side by side, back to back working, screens, reducing contact time?	Council Office - 2m distance working is in place. 4 people max in office at one time. Receptionist is to wear a visor when having to deal with public coming into the building. Appointments are to be made before public enter. Screen to be erected in front of receptionist to add protection	1	4	4	No further action required			0
COVID/04	COVID-19-transmission from customers	Staff & customers	If SD cannot be maintained, can the task be avoided?	Council Office - public coming into front desk. Receptionist to wear PPE	1	4	4	No further action required			0
COVID/05	COVID-19-transmission from customers	Customers	Are there controls in place to maintain social distancing between customers?	Council Office - public coming into front desk. Receptionist to wear PPE. Screen in reception area	1	4	4	No further action required			0
COVID/05A	COVID-19-transmission from customers	Hirers	Are there any obvious bottlenecks in the flow of people around the premises?	One way system difficult throughout the building. 2m social distancing in place through entrance and exit of facility/Give Way signs to be put up to remind people to let other through safely. Seating to be removed in the hallway area. Each room will use its emergency exit to get out of the building	1	4	4	No further action required			0

COVID/06	COVID-19-transmission from customers	Hirers/Users	Can the premises practically operate a one way system to assist with social distancing?	Yes- markers on floor to space people out in 2m distancing. Also signage reminding about need for 2m distancing	1	4	4	No further action required			0
COVID/07		Hirers/Users/Staff	Exterior areas - Consideration for social distancing	Risk is relatively low outdoors. Car park can remain the same but mark outside the front of the building for a 2m spacing queueing area. Caretaker can still litter pick and change bins safely as long as PPE is worn	1	4	4	No further action required			0
COVID/08	COVID-19-transmission from customers	Staff	Is it possible to further stagger staff start times?	Shifts time dictated by hours building are open. Some at home working can be completed	1	4	4	No further action required			0
COVID/09	COVID-19-transmission from customers	Hirers/Users	Has any necessary protective equipment been identified and obtained e.g. screen, first aid masks, gloves?	Hirers will need to provide their own first aid kit and provisions as part of booking and perform in line with new Covid-19 first aid procedures	1	4	4	No further action required			0

COVID/10	COVID-19-transmission from customers	Staff	Has any necessary protective equipment been identified and obtained e.g. screen, first aid masks, gloves?	Staff can wear face masks if they choose. No requirement to use unless PPE needed as part of cleaning tasks. All PPE as part of cleaning must still be worn. Must follow PPE Risk Assessment	1	4	4	No further action required			0
COVID/11	COVID-19-transmission from customers	Staff	Hand Sanitiser usage	Hand Sanitisers to be placed at all entrances and exits of the buildings	1	4	4	No further action required			0
COVID/12	COVID-19-transmission from customers	Hirers/users	Are systems in place to stagger customer admissions, e.g. booking activities, staggering class times?	Start times to be staggered by 15 minutes between bookings to allow for exit, cleaning and then safe exit of all	1	4	4	No further action required			0
COVID/13	COVID-19-transmission from surfaces	Staff	Pre opening premises sanitising. Noting that the risk of the presence of COVID-19 is small as premises have been closed for over a month.	Deep clean to be completed before re-opening	1	4	4	No further action required			0
COVID/14	COVID-19-transmission from customers	Vulnerable staff	Clinically Vulnerable staff - Conduct individual risk assessment using template and put control measures in.	If staff are either over 70 or clinically vulnerable then they are advised not to come to work. If they choose to work a separate risk assessment for them will need to be conducted to ensure their safety while at work	1	4	4	No further action required			0
COVID/15	COVID-19-transmission from customers	Hirers/users	A review of the indoor ventilation system to ensure there is reasonable air flow and provision of fresh air to minimise the risk of airborne contamination.	No indoor ventilation as it is a hall. Windows to be opened and doors to be held open to allow for fresh air to be circulated into the hall	1	4	4	No further action required			0
COVID/16	COVID-19-transmission from customers	All staff	Conduct staff training and briefing on risks and site control measures.	All staff to go through retraining when coming back and briefed on new procedures. Will need to be signed off on their induction	1	4	4	No further action required			0
COVID/17											
COVID/18			Specific Job Roles			4	0	No further action required			0

COVID/19	COVID-19-transmission from customers/other staff	Office staff	Put in place physical protection and distancing measures for office staff to protect staff as per the H&S reopening plan	Screen to be installed to protect receptionist. Booking system for people to come to site. Receptionist to wear visor when dealing with people at the desk	1	4	4	No further action required			0
COVID/20	COVID-19-transmission from customers	Hirers/users	Hall - Manage capacity and user spacing. Cleaning of equipment before and after use. Hand sanitisers in place for users.	Each area has its own capacity and spacing. Hand sanitiser in all areas and entrances and exits	1	4	4	No further action required			0
COVID/21	COVID-19-transmission from customers	Staff and users.	Indoor Halls - Activity programme tailored to reflect social distancing in reopening plan. Communication of expectations to users. Changeovers by staff maintain social distancing and hand hygiene after each changeover.	Each room has own plan. Hirer agreement terms and conditions have been updated to reflect sanitisation needed. Users to sign at end of session to confirm sanitiser.	1	4	4	No further action required			0

COVID/22	COVID-19-transmission from customers	Creche Staff and users	Creche - High risk of transmission to staff due to nature of the job. Pre-school to follow government guidance at all times.	Nursery to provide own risk assessment. This must meet the specific government guidelines	1	4	4	No further action required			0
COVID/23	COVID-19-transmission from customers	Caretaker	General Assistants - adjusting cleaning times to off peak, minimising close contact with users.	Cleaning will take place when rooms are empty. High contact points to be identified and then cleaned every 2 hours. High contact point cleaning sheet to be used	1	4	4	No further action required			0
COVID/24	COVID-19-transmission from customers	Staff and customers	High contact surfaces contamination - Follow COVID-19 Routine Cleaning Guide to ensure 2 hourly clean of high contact areas.	High contact points to be identified and then cleaned every 2 hours. High contact point cleaning sheet to be used	1	4	4	No further action required			0
COVID/25			First aid								
COVID/26	COVID-19-transmission from customers	First Aider/Hirer	Use resuscitation masks/shields in the event of an emergency. Wash their hands after each procedure? Double bag contaminated waste as per cleaning procedure Fluid repellent face masks & aprons - worn for conducting routine first aid.	All first aid to be conducted by hirer. Will need to be reviewed in their risk assessment	1	4	4	No further action required			0
COVID/27			General -post opening								
COVID/28	COVID-19-transmission from customers	Hirer	All activities - controls in place in accordance with Government guidance, National governing body guidance and the adhere to the actions in the Broughton Astley Village hall Risk Assessment	Hirers to provide their risk assessment for review before their booking can take place	1	4	4	No further action required			0
COVID/29	COVID-19-transmission from customers	Staff/Hirer	Hygiene programme- ongoing cleaning and sanitising programme in place	Hirers will clean down high contact points as per cleaning rota before and after and sign to say completed before and after their booking using 70% alcohol wipes	1	4	4	No further action required			0
COVID/30	COVID-19-transmission from customers	Hirer	Is hirer briefed to stay away from work if they have symptoms or have been asked to self-isolate?	Yes, all hirers must self isolate if they have symptoms	1	4	4	No further action required			0
COVID/31	COVID-19-transmission from customers	Hirer	Track and Trace compliance	All hirers must keep a list of attendees to their session for 21 days past their booking. A confirmed case must be reported back to the Broughton Astley Village Hall council team immediately so that we can contact other bookers as well.	1	4	4	No further action required			0
COVID/32	COVID-19-transmission from customers	Staff and customers	Hygiene programme - ongoing cleaning and sanitising programme in place. Zones sanitising plan in place and implemented with weekly retreatment.		1	4	4	No further action required			0
COVID/33			Council Office								

COVID/34	COVID-19-transmission from customers	Staff	Where SD is not always possible, have mitigating controls been put in place to reduce the risk? e.g. side by side, back to back working, screens, reducing contact time?	Council Office - 2m distance working is in place. 4 people max in office at one time. Receptionist is to wear a visor when having to deal with public coming into the building. Appointments are to be made before public enter. Screen to be erected in front of receptionist to add protection	1	4	4				
COVID/35	COVID-19-transmission from customers	Staff/Hirer	Hygiene programme- ongoing cleaning and sanitising program	Hirers will clean down high contact points as per cleaning rota before and after and sign to say completed before and after their booking using 70% alcohol wipes	1	4	4	No further action required			0
COVID/36	COVID-19-transmission from customers	Hirers	Are there controls in place to maintain social distancing between customers?	Yes- markers on floor to space people out in 2m distancing. Also signage reminding about need for 2m distancing. Included in hirers terms and conditions	1	4	4	No further action required			0
COVID/37			Broughton Hall								
COVID/38	COVID-19-transmission from customers	Hirers/users	Hall - Manage capacity and user spacing as per the H&S reopening plan. Cleaning of equipment before and after use. hand sanitisers in place for users.	Capacity calculated based on 2m social distancing. Spots marked on floor for hirers. Total of 19 spots in place with a 3m gap from instructor/teacher to first attendee	1	4	4	No further action required			0
COVID/39	COVID-19-transmission from customers	Staff/Hirer	Hygiene programme- ongoing cleaning and sanitising program	Hirers will clean down high contact points as per cleaning rota before and after and sign to say completed before and after their booking using 70% alcohol wipes	1	4	4	No further action required			0
COVID/40	COVID-19-transmission from customers	Hirers	Are there controls in place to maintain social distancing between customers?	Yes- markers on floor to space people out in 2m distancing. Also signage reminding about need for 2m distancing. Included in hirers terms and conditions	1	4	4	No further action required			0
COVID/41			Astley Suite								
COVID/42	COVID-19-transmission from customers	Hirers/users	Hall - Manage capacity and user spacing as per the H&S reopening plan. Cleaning of equipment before and after use. hand sanitizers in place for users.	Capacity calculated based on 2m social distancing. Spots marked on floor for hirers? Total of 4 people in each booking. Use emergency exit to leave	1	4	4	No further action required			0
COVID/43	COVID-19-transmission from customers	Staff/Hirer	Hygiene programme- ongoing cleaning and sanitizing program	Cleaning to be completed as per cleaning rota completed by onsite caretaker	1	4	4	No further action required			0
COVID/44	COVID-19-transmission from customers	Hirers	Are there controls in place to maintain social distancing between customers?	Yes	1	4	4	No further action required			0

COVID/45			The Cottage								
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COVID/46	COVID-19-transmission from customers	Hirers/users	Hall - Manage capacity and user spacing as per the H&S reopening plan. Cleaning of equipment before and after use. hand sanitizers in place for users.	Capacity calculated based on 2m social distancing. Spots marked on floor for hirers. Total of 6 participants at any one time	1	4	4	No further action required			0
COVID/47	COVID-19-transmission from customers	Staff/Hirer	Hygiene programme- ongoing cleaning and sanitizing program	Hirers will clean down high contact points as per cleaning rota before and after and sign to say completed before and after their booking using 70% alcohol wipes	1	4	4	No further action required			0
COVID/48	COVID-19-transmission from customers	Hirers	Are there controls in place to maintain social distancing between customers?	Yes- markers on floor to space people out in 2m distancing. Also signage reminding about need for 2m distancing. Included in hirers terms and conditions	1	4	4	No further action required			0
COVID/49			The Volunteer office								
COVID/50	COVID-19-transmission from customers	Hirers/users	Hall - Manage capacity and user spacing as per the H&S reopening plan. Cleaning of equipment before and after use. hand sanitizers in place for users.	2 people to work in their at one time. Facing away from each other. Windows to be open. Area to be cleaned and sanitised themselves. Air con to be restricted in use due to recirculating air. Stairway to be kept clear and users must give way to each other and not pass on the stairs	1	4	4	No further action required			0
COVID/51	COVID-19-transmission from customers	Staff/Hirer	Hygiene programme- ongoing cleaning and sanitizing programme in place	Cleaned by hirer	1	4	4	No further action required			0
COVID/52	COVID-19-transmission from customers	Hirers	Are there controls in place to maintain social distancing between customers?	Included in Terms and Conditions of hire. signs and notices up	1	4	4	No further action required			0
COVID/53			Alan Talbot								
COVID/54	COVID-19-transmission from customers	Hirers/users	Hall - Manage capacity and user spacing as per the H&S reopening plan. Cleaning of equipment before and after use. hand sanitizers in place for users.	Capacity calculated based on 2m social distancing. Total of 10 spots in place with a 3m gap from instructor/teacher to first attendee if used for classes.If not class 2 m social distance in all directions to be applied	1	4	4	No further action required			0
COVID/55	COVID-19-transmission from customers	Staff/Hirer	Hygiene programme- ongoing cleaning and sanitizing programme in place	Hirers will clean down high contact points as per cleaning rota before and after and sign to say completed before and after their booking using 70% alcohol wipes	1	4	4	No further action required			0
COVID/56	COVID-19-transmission from customers	Hirers	Are there controls in place to maintain social distancing between customers?	Yes- markers on floor to space people out in 2m distancing. Also signage reminding about need for 2m distancing. Included in hirers terms and conditions	1	4	4	No further action required			0
COVID/57			Police Office								

COVID/58	COVID-19- transmission from customers	Hirers/users	Hall - Manage capacity and user spacing as per the H&S reopening plan. Cleaning of equipment before and after use. hand sanitizers in place for users.	2 people to work in their at one time. Facing away from each other. Windows to be open. Area to be cleaned and sanitised themselves. Stairway to be kept clear and users must give way to each other and not pass on the stairs	1	4	4	No further action required			0
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COVID/59	COVID-19- transmission from customers	Staff/Hirer	Hygiene programme- ongoing cleaning and sanitizing programme in place	Cleaned by hirer	1	4	4	No further action required			0
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COVID/60	COVID-19- transmission from customers	Hirers	Are there controls in place to maintain social distancing between customers?	Included in Terms and Conditions of hire. signs and notices up	1	4	4	No further action required			0
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Date of assessment	04/08/2020	Assessor:	Mike Price	Validity period 1 year unless significant change occurs						
1st Review date		Assessor:								
2nd Review date		Assessor:								

			Signage	
Action	Date Completed		2m social distancing	
Hirers Agreement			Entrance notice	
cleaning of high contact points at beginning and end of session by hirers. Then they must sign of cleaning rota after. They will need to use 70% alcohol wipes to do this provided by council			toilet - 1 at a time	
They must adhere to the Broughton Astley Village Hall Risk Assessment			maximum numbers in each room displayed	legal
Users need to sanitise or wash hands at beginning and end of session. Also when they use toilet facilities			One way system direction	
Windows and 2 front doors in the hall are to be open before hirers attendees can enter for ventilation purposes. They must then shut after them			Rules on entrance	legal
The use of the kitchen or the reception seating is not allowed			Hand washing sign in toilets	legal
Hirers are responsible for social distancing while in the venue			Give way to others	
1 person at a time in the toilets				
Maximum number of attendees is dependent on area booked and type of activity taking place				
No Spectators allowed				
No seating to be out in the hall			Signage Areas	
Hirers to keep list of attendees for 21 days after booking to assist with track and trace system should there be an outbreak of Covid19			Foyer	
Hirers are to follow their Government guidance, National Governing Body guidance, and the risk assessment for Broughton Astley Village Hall			Front Doors x 2; Must be open during bookings	
Hirers are to provide their own first aid kits and treatment for their users			Give Way	
Police office to be sanitised and cleaned by themselves			Social distancing - 2m reminder	
Old Office to be cleaned and sanitised by themselves			Above/next to sanitiser	

			Do	
General			Wash your hands often with soap and water and for at least 20 seconds	
One way system to be devised			Use hand sanitiser gel if soap and water are not available	
Stagger start times by 15 minutes to allow for cleaning and safe entry/exit			Wash your hands as soon as you get home	
Remove seating in reception hallway			Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze	
Remove all upholstered seating and quarantine			Put used tissues in the bin immediately and wash your hands afterwards	
Hand Sanitiser stations at all entrance and exits			Do not	
Kitchen to be closed for hirers			Do not touch your eyes, nose or mouth if your hands are not clean	
Kitchen can be open for staff but they must clean up and sanitise after using area			Toilet entry doors	
			1 person at a time	
			Inside Toilets	
Signage			wash hands - government guidance	
Create signage and install as per signage plan supplied				
Mark out floor in hall with social distance stickers			ALL ROOM ENTRIES	
Mark out entrance with social distance stickers/chalk on pavement			Maximum number in this area is	

			Please sanitize before entering this area	
Cleaning				
Cleaner to clean building at end of each day. Cleaning rota to be followed and signed off			Broughton Hall	
Cleaning of high contact points at beginning and end of session by hirers. Then they must sign of cleaning rota after. They will need to use 70% alcohol wipes to do this			Entry Doors and exits - please keep these doors open during use (only exercise classes)	

Cleaning rota to be devised for high contact points			Social distancing reminder	
Cleaning rota to be revised for end of day cleaning by cleaner			Sanitiser reminder sign	
			Astley Room	
			Social distancing reminder	
			Sanitiser reminder sign	
			Alan Talbott	
			Social distancing reminder	
			Sanitiser reminder sign	
			The Cottage	
			Social distancing reminder	
			Sanitiser reminder sign	
			Parish Office	
			Please clean your workstation regularly and before you leave	
			Social distancing reminder	
			Sanitiser reminder sign	

			Volunteer Room	
			Please clean your workstation regularly and before you leave	
			Social distancing reminder	
			Sanitiser reminder sign	
			Police Office	
			Please clean your workstation regularly and before you leave	
			Social distancing reminder	
			Sanitiser reminder sign	

Scoring system		
Common to each element or sub-element within the risk assessment manual is a simple scoring system. Remember that the scoring system is simply a guide to help prioritise risk reduction tasks. It is not intended to be a precise numerical process.		
(i) Potential severity rating (PSR)		
The PSR is a simple grading system for hazards, i.e. if the hazard were to result in injury, what would be the expected severity of that injury.		

Degree of injury	PSR	
Negligible injury	1	
Minor injuries (single or repetitive)	2	
Major injuries	3	
Fatal injuries	4	
Multiple fatalities	5	
Catastrophic fatalities	6	
<p>The risk assessor is required to enter the PSR value. Some charts provide suggestions, but some risk assessors should tailor the PSR values to their particular workplace.</p>		
<p>Whilst some PSR values are given in the manual, risk assessors are free to adjust this in the event of specific variations on site. Different PSR values may also apply within an assessment area. In this case individual scores can be considered. Remember to use the PSR value which most realistically reflects the outcome of the hazard you are assessing, i.e. the PSR value that is most likely if the control measures were not in place or failed. For example, a tear in a carpet in an office may cause someone to trip and the most likely outcome is minor injury, whereas the same problem at the top of a stairs could realistically be fatal.</p>		
(ii) Probable likelihood rating (PLR)		

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<p>This score is the core of the assessment, as it is here the judgement as to adequacy of control measures is quantified. The likelihood that a hazard will result in injury is determined by the risk assessor assessing the approach, deployment and results of the organisation's arrangements. The more inadequate the arrangements or the deployment of those arrangements, the greater the likelihood of injury occurring.</p>		
<p>Likelihood of occurrence</p>	<p>Explanatory guidance</p>	<p>PLR</p>
<p>Highly improbable</p>	<p>Arrangements appear acceptable</p>	<p>1</p>
<p>Remotely possible</p>	<p>Minor areas for improvement identified</p>	<p>2</p>
<p>Occasionally</p>	<p>Significant areas for improvement identified</p>	<p>3</p>
<p>Fairly frequently</p>	<p>Major inadequacies in arrangements</p>	<p>4</p>
<p>Frequent or regular</p>	<p>Grossly inadequate controls</p>	<p>5</p>
<p>Almost a certainty</p>	<p>Wholesale absence of controls</p>	<p>6</p>
<p>A useful tip here is if the assessment of the arrangements show that it would not be realistic to make further improvement as arrangements comply with industry standards and expectations, then a PLR of 1 is normally reasonable.</p>		

(iii) Risk rating number (RRN): PSR multiplied by PLR		

From examination of the various hazards and the adequacy of the arrangements, the assessor will have a number of findings. Using the PLR table each finding will have a score as to the probability of occurrence. This score is then multiplied by the individual PSR and a third number is arrived at. This is called the risk rating number (RRN). As we are multiplying severity by probability the higher the score the greater the priority and urgency for action. The excel spreadsheet automatically calculates the RRN.		
The traffic light scoring system highlights any score of 8 or over for action. Scores of 8-15 will be yellow to amber and scores of over 15 are red and classed as high priority for action.		
It is possible at this stage to add two further variables, i.e. the number and type of people affected (e.g. impaired mobility, extremes of age etc.) and the frequency (particularly for repetitive type injuries). Rather than introduce complicated mathematical formulae the manager can consider numbers affected and frequency when prioritising findings for action. It should be noted that serious findings/risk to health and safety should be actioned/isolated immediately without waiting for production of the risk reduction report.		
An RRN score of 8 or above should have an action identified in the recommendations for risk reduction section.		

- [1] Area, Activity, Tasks, Specific hazards,
- [2] Area, Activity, Tasks, Specific hazards,
- [3] Record any legislation, guidance and industry guidance used in research for this assessment
- [4] Hyperlinks to documents where relevant and available
- [5] Recorded the people mostly effected e.g. Children.
- [6] Insert most probable injuries from the hazard
- [7] Suggested control measures but can be adapted to suit local circumstances
- [8] Probable Likelihood Rating (1-6)
- [9] Probable Severity Rating (1-6)
- [10] Risk Rating (1-36) acceptable levels of risk if industry practice applied.
- [11] Action required to achieve industry practice
- [12] Likelihood reduced by further control measures
- [13] Severity reduced by further control measures
- [14] Remaining or residual risk once an acceptable level has been achieved