

Risk assessment template

Company name: Rackheath Community Council

Assessment carried out by: Anne Tandy, Parish Clerk

Date of review: 22/30/2021 (3rd revision)

Date assessment was initially carried out: 14 July 2020

Area or People at Risk	What is the risk?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Members of the public hiring/attending Rackheath Pavilion	Transmission of Covid-19.	<p>Provide hand sanitiser at entrances to be applied when entering the building. Main hall to be well ventilated during hire; opening windows and patio doors. Maintain required social distance (2m when meeting people from different households indoors).</p> <p>Sanitisation of high contact areas, handles, light switches, floors etc.</p>	<p>Clerk to arrange for appropriate signage for social distancing, hand sanitisation and provision of hand sanitiser.</p> <p>Named hirer of the building to carry out sanitisation and sign cleaning checklist.</p> <p>Named person to</p>	<p>Before re-opening</p> <p>Named hirer of the building</p> <p>At the time of booking.</p>	

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		All facility users to provide a risk assessment relevant to the activity they are leading.	complete and submit. Clerk to add to the hire conditions documentation.		
Members of the public hiring/attending Rackheath Pavilion	Increased risk of transmission.	Specialist clean to be undertaken if anyone attending the building tests positive for Covid-19	Clerk to close the building and organise a specialist clean	As soon as notified of positive test.	
Vulnerable Pavilion users – Over 70, those with underlying health conditions.	Transmission of Covid-19	Encourage use of face masks indoors for all groups which contain those who are more vulnerable to the risks.	Hirer and facility users	During every hire session where present	
Close contact in small spaces	Inability to social distance	Implement a one way system for hall hirers to reduce the number of users in the corridor between hire sessions. Install signage to show 'entry only' at the main entrance and 'exit only' at the patio doors leading out of the hall.	Clerk to purchase and install signage and make hirers aware of the change via the hire documentation.	Before opening	
Car Park and	Social distance	Floor stickers, tape to mark out where to queue at	Clerk to purchase	Before re-opening	

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outside areas	not being observed.	<p>the entrance. Recommend that users observe social distancing when parking in the car park and using the outside spaces. Gravel surface and no parking bays makes it difficult to enforce.</p> <p>From 29th March grass roots sports are not permitted to have spectators except for under 18's in a safeguarding capacity. It is requested that this is limited to a maximum of one adult per child. These adults must adhere to social distancing whilst on site and if applicable, wait in their cars in the car park.</p>	<p>signage and tape for floor markings around the outside of the building. All facility users to adhere to social distancing guidelines.</p> <p>Sport organiser (Coach, team captain)</p>	<p>From 29 March 2020 at every event.</p>	
Main Hall	Contamination of high contact areas and the risk of transmission	<p>Door handles, light switches, tables, and chairs to be cleaned by hirers. Limit numbers to 18 as calculated using the floor space of 66sqm divided by the space required for an individual to social distance of 4sqm. However, this would be the absolute maximum of occupants and at this level, all additional risk reduction measures should be implemented. That</p>	<p>Named hirer</p> <p>Clerk to add to the Hire conditions.</p>	<p>Before and after every hire period</p> <p>Before reopening</p>	

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		<p>is: face masks must be worn at all times (whilst having consideration for those who are exempt) and full ventilation using the double doors and windows. Chair and table trolleys should also be moved out of the room to maximise the space. Close monitoring by the hirer of their group should be maintained throughout the session to ensure attendees observe social distancing at all times and minimise movement around the room. For activity sessions where all additional measures are not possible, a lower limit of 12 should be considered. All hirers should also follow guidance given by their Governing Body and this guidance does not supersede the advice, therein given.</p> <p>Advise hirers to play music at a lower level to avoid those present having to raise their voice.</p>			
Kitchen	Difficult to social distance in smaller space. Surfaces, switches, handles	Limit numbers using the kitchen: maximum of 2. All areas/surfaces and equipment to be cleaned down before and after use. All crockery and cutlery to be washed, dried and put away after use.	Hirer	Before and after every use	

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Toilets - Main Hall	Social distancing difficult. Surfaces in frequent use: door handles, basins, toilets, baby changing, mirrors, surfaces	The only facility in use will be the disabled toilet which will encourage one in one out and limits the amount of high contact cleaning required by hirers. Hirer to clean all surfaces before their session commences. Paper towels, soap, toilet paper are fully stocked. Bins to be emptied regularly. Staff will use one cubicle in the ladies/gents toilets when returning to work but this will be one in one out and only one cubicle will be available in the ladies.	Clerk to ensure sufficient supplies of consumables available. Cleaner to replenish and restock. Hirer to monitor use and carry out cleaning. Clerk to add to the conditions of hire.	Before re-opening. Cleaner will replenish at each visit. Before each session.	
Administration	Handling and exchange of paperwork and money	All paperwork available electronically and to be emailed as far as possible. Online payments preferred. Any cash/cheque payments to be made in a sealed envelope with surname and invoice number on the reverse and posted to the Pavilion. Additional terms and conditions to be sent to all hirers and updated as the situation changes.	Administrative staff to maintain up to date paperwork and make available electronically where requested. Clerk to add to the hire conditions.	Before re-opening and update when government advice changes.	
Cleaning staff	Safety of cleaning staff from increased risk of transmission.	Cleaning staff to wear appropriate PPE at all times and dispose of safely when finished.	Cleaning contractor/staff	Before re-opening and at each clean.	

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Track and Trace	In the event that a facility user is confirmed with Covid-19 those in sustained close proximity will need to be notified to Track and Trace	A register of users to be taken and held for 21 days before being destroyed. To include indoor and outdoor sessions. QR Codes displayed for facility users to use	All named hirers to take a register of attending clients. Named hirer to encourage their clients to use Clerk to add to hire conditions.	By hirer at each session.	
PPE and Face Coverings	Transmission of Covid-19 for those not displaying symptoms	Facility users are required to wear a face mask when inside the building, unless they are covered by one of the Government's exemptions. https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own	Named hirer should ensure all clients comply with this requirement, where necessary.	The commencement of each hire session.	
Council/office staff	Transmission	All office furniture and shared equipment to be sanitised. As far as possible, only one member of staff to work in the office at a time. Handovers and work discussions to take place remotely.	Clerk and Booking Assistant	At the end of every working day.	
Cleaning	Contamination of	Regular cleaning of the building.	Cleaning contractor	Weekly	

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	surfaces by facility users.				
Waste disposal	Transmission of Covid	All rubbish to be disposed of in the bins provided and regular emptying to take place.	Cleaning contractors. Clerk to arrange for all bins to be emptied by the cleaning provider.	Each time the building is contractually cleaned	
Football Toilets	Transmission of Covid and achieving social distancing.	<p>There is no scope for a one-way system so it must be strictly one person at a time. One adult may accompany one child from the same household/social bubble, where necessary.</p> <p>The cubicle in the officials' changing room should be used. The outer door to the room should remain open to allow for ventilation. The football toilets will be cordoned off.</p> <p>Hand Sanitiser to be supplied and applied on entry and exit of the toilets.</p>	<p>Signage to be provided by RPC and to be monitored by team officials.</p> <p>Clerk to lock the shower cubicle in the officials' changing room and provide a wedge for the outer door. The Clerk will cordon off the football toilets.</p> <p>To be supplied by RPC</p>	<p>Before opening the facilities</p> <p>Before opening the facilities</p> <p>Before opening the facilities and</p>	

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		<p>Paper handtowels to be used for hand drying.</p> <p>Main football entrance to remain open to aid ventilation and circulation of fresh air.</p> <p>Wipe down of toilets, sinks, door handles and any other touch surfaces.</p> <p>All rubbish to be collected and removed from site by the home team when leaving.</p>	<p>To be supplied by RPC</p> <p>Team nominated official to ensure this is carried out.</p> <p>To be carried out by the home team.</p> <p>Nominated person from the home team.</p>	<p>Cleaner to refill when needed.</p> <p>Before opening the facilities and Cleaner to replace when needed.</p> <p>At the beginning of every game/session.</p> <p>At the beginning and end of each game/session.</p> <p>At the end of each game/session.</p>	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/