

Risk Assessment Form

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most likely** impact (I) the accident might have, taking into account

Task / Activity Covered by the assessment	<i>Re-opening of Rottingdean Whiteway Centre after the lockdown due to Covid-19, whilst adhering to current Government guidelines.</i>			Likelihood (L)	X	Impact (I)
Venue	<i>Rottingdean Whiteway Centre</i>			Almost Impossible	1	Insignificant (minor injury, no time off)
Date of Assessment	<i>September 14th 2020</i>	Date Assessment to be reviewed	<i>October 14th 2020</i>	Unlikely	2	Minor (non-permanent injury, up to 7 days off)
Person Completing	<i>Stephanie Sheppard</i>	Organiser		Possible	3	Moderate ((injury causing more than 7 days off)
Other Trustees involved in assessment	<i>Lynn Hutchinson, Stewart Hutchinson</i>			Likely	4	Major ((death or serious injury)
				Almost Certain	5	Catastrophic (multiple deaths)
				Low =1-3	Moderate = 4-7	Significant = 8-14
						High = 15-25

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional controls can be put in place to reduce the risk further?	Revised Risk Rating			Sign as done
				L	I	R		L	I	R	
1	Covid-19 virus being brought into RWC.	Any person entering RWC	<ul style="list-style-type: none"> Notice on the front door advising that anyone from a household where there is someone with Covid-19 symptoms or who has been contacted by the 'track and tracing team' and advised to self-isolate for 14 days should not enter the building but should return home. Provide hand sanitiser at all entry and exit points. Front door to be kept locked. Tutors / meeting rep. to meet participants to let them in and then to re-lock the door during the session. 	1	4	4					

2	Transmission of Covid19 from light switches, door handles, toilet taps, WC flush handles and flush chains.	Any person entering RWC	<ul style="list-style-type: none"> All light switches and door handles in booked rooms, corridors & toilets to be wiped with antibacterial cleaner by a caretaker after every booking. Antibacterial handwash to be available for use if a person needs to touch a light switch or door handle – a caretaker to ensure that supplies are replenished. Toilet taps, WC flush handles and flush chains to be sanitized between each booking. Posters to be displayed advising people to use the antibacterial handwash and avoid touching their faces. Encourage 20 second handwashing with posters above the sinks. 	1	4	4				
3	Transmission of Covid19 from kitchen equipment.	Any person entering RWC	<ul style="list-style-type: none"> Kitchen closed, excepting for emergencies including access to the First Aid Kit and for people to re-fill water bottles. A maximum of 1 person can be in the kitchen at any time. A poster will advise this. Notices on cupboard doors request that cups, mugs etc are not used. All people entering RWC to be told to bring own refreshments, if wanted. Caretaker to clean the kitchen taps between each booking and the first aid kit if it has been used. 	1	4	4				
4	Transmission of Covid19 from surfaces such as tables, chairs & projector.	Any person entering RWC	<ul style="list-style-type: none"> All persons making a booking to be advised to leave out all tables, chairs and other equipment used during their session. A caretaker to wipe all surfaces with antibacterial wash between sessions. Bookings to allow time for cleaning between all sessions as required, depending on the activity. All unnecessary items to be removed eg second-hand books. Encourage users to bring their own equipment. If storage facilities in RWC are used hirers are responsible for cleaning equipment before storage. 	1	4	4	Remove curtains? Remove the offer of the sound system?			
5	Transmission of Covid 19 from air circulation.	Any person entering RWC	<ul style="list-style-type: none"> Overhead fans and wall mounted fans in the Main and Youth Halls must be used in conjunction with the heating system. A face covering must be worn within RWC except when taking part in indoor physical activities. Open doors to maximise fresh air circulating. 	1	4	4				

6	People getting too close to each other within RWC.	Any person entering RWC	<p>Control measures for all bookings:</p> <ul style="list-style-type: none"> • Caretaker will set up the room. Tables and chairs are to be left in place during and after the session. • All those making a booking or leading a course to read and sign the RA, to remind attendees about the social distancing requirement at the start of every session and advise that tables & chairs (if used) should not be moved. Table position to be marked on the floor. • Locks to be fitted to the main door to each toilet 'room' so that only 1 person can use the facilities at any time. • Instituting a one-way system i.e. inbound using the corridor – outbound using doors directly to outside. • Posters to inform and remind users of the one-way system. • Signage & markers to indicate required distancing. • Information posters near the entrance on reducing the risk of infection. • Place 2m markers on the corridor floor. • Livestreaming of courses and meetings is investigated and offered as appropriate. • Moving around RWC during a session should be quick and purposeful, eg when using toilets. • Round Room is reserved for use as a designated waiting room for anyone with symptoms of Covid-19. <p>Social distancing requirements allow the following maximum number of people in each room: Main hall – 16 (4 x 4, see photo below) Youth hall – 10 (3 x 3 + 1, see photo below) GB room – 7</p> <p>Activities where social distancing isn't possible cannot take place.</p>	1	4	4					
7	Insufficient PPE and cleaning supplies	Caretakers	<ul style="list-style-type: none"> • Caretakers to be provided with disposable gloves to wear whilst cleaning in RWC. • Gloves to be disposed of safely. • An adequate stock of essential supplies is available. • A monitoring system for PPE and cleaning supplies is kept to ensure that a supply of stock is available to anyone who needs to use it. 	1	4	4					

8	Inadequate health and hygiene facilities and resources	Any person entering RWC	<ul style="list-style-type: none"> Handwashing facilities are available and supplies of soap are regularly checked. Hand sanitizer to be made available within RWC. Lidded bins for waste to be emptied daily. Hand-driers in the toilet areas to be labelled 'Do not use' and paper towels stocks to be maintained. 	1	4	4				
9	Inadequate health & safety measures	Any person entering RWC	<ul style="list-style-type: none"> All Health & Safety checks are carried out before re-opening RWC to the public. 	1	4	4				
10	Individuals taken ill with Covid-19 symptoms whilst on RWC premises	Any person entering RWC	<ul style="list-style-type: none"> Anyone taken ill with Covid symptoms on the premises to be moved immediately to the designated room – The Round Room – to wait to go home / hospital. Tissues, face masks, and a bowl of warm soapy water and hand towels will be provided and then disposed of correctly. Once home they should arrange a Covid-19 test. Additional cleaning will be required if there is a suspected Covid-19 case, following Government guidelines. All tutors and group leaders must take a register to record attendees. Visitors to open meetings must leave their name and telephone number. Records must be kept for 21 days. Reminder note on the booking form that anyone who suspects they might have Covid-19 symptoms or who have been in contact with someone who has Covid-19 should not come to RWC. 	1	4	4				
11	Lack of awareness of the risk assessment by the Trustees, employees and those individuals coming into RWC for activities and meetings	Staff Trustees Users of RWC	<ul style="list-style-type: none"> RA to be discussed and agreed by the Trustees. RA to be shared with and signed by the Caretakers. RA to be shared with and signed by all group leaders for regular bookings and single hirers and with all tutors. Single hirers will be asked to consider if any additional control measures are necessary for their activity. If any additional control measures are added they are to be considered by a named Trustee before the booking is accepted. Display self-certification evidence that RWC is complying with COVID-19 Secure Guidelines. 	1	4	4				

12	Transmission of Covid-19 to RWC volunteers at sites other than The Centre	RWC volunteers	<ul style="list-style-type: none"> Digital payment for courses and bookings to be encouraged. Envelopes containing RWC information (letters, booking forms, cheques) to be left unopened for 72 hours. Anyone handling envelopes to wash their hands immediately afterwards. Cheques to be collected together and paid into our account as infrequently as possible. RWC Trustees to ensure that the person responsible for paying cheques in is happy to do this. 	1	4	4				
----	---	----------------	---	---	---	---	--	--	--	--

To be signed by everyone making a booking and made available to everyone attending. I confirm I have read and understood the contents of this risk assessment.		
Name	Signed	Date
LYNN HUTCHINSON - Chair	Lynn Hutchinson	14 th September 2020
RWC Trustees	All trustees have read and confirmed that they understand this risk assessment	Approved at the RWC Management Committee meeting, 4 th June 2020, latest amendments agreed by Lynn Hutchinson, Stewart Hutchinson and Stephanie Sheppard on 14 th September 2020.
Caretaker	All caretakers have read and confirmed that they understand this risk assessment	
Name of person making a booking:		



Main hall set-up



Youth hall set-up