

Covid-19 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 the control measures already in place. $L \times I = R$

Task / Activity Covered by the assessment	<i>Reducing the likelihood of the transmission of Covid-19</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>June 1st 2021</i>	Date Assessment to be reviewed	<i>June 22nd 2021</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"> A notice on the front door advises anyone from a household where there is someone with Covid-19 symptoms or who has been contacted by NHS Test and Trace should not enter the building and should return home. Hand sanitiser is available at all entry and exit points. The front door should be kept locked. Tutors / meeting reps. should meet participants to let them in and then 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 are wiped with antibacterial cleaner by a caretaker after every booking. Antibacterial handwash is available – the caretakers ensure that supplies are replenished. Toilet taps, WC flush handles and flush chains are sanitized between each booking. 	1	4	4					

			<ul style="list-style-type: none"> Posters are displayed advising people to use the handwash and avoid touching their faces. 20 second handwashing is encouraged with posters above the sinks. 							
3	Transmission of Covid19 from kitchen equipment.	Any person entering RWC	<ul style="list-style-type: none"> The kitchen is 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 advises this. Notices on cupboard doors request that cups, mugs etc are not used. All people entering RWC should be told to bring their own refreshments, if desired. A caretaker cleans 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 are requested to leave out all tables, chairs and other equipment used during their session. A caretaker will wipe all surfaces with antibacterial wash between sessions. Bookings will allow time for cleaning between all sessions as required, depending on the activity. All unnecessary items have been removed eg second-hand books. Encourage users to bring their own equipment. If storage facilities in RWC are used the hirers are responsible for cleaning equipment before storage. 	1	4	4				
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. Fans should be left switched on during the daytime and switched off by the final user each evening. A face covering must be worn at all times within RWC except when taking part in indoor physical activities or by people exempt on medical grounds or by Parish Councillors during a Parish Council meeting or by members of the public when asking a question. 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"> Caretakers will set up the room according to booking requirement. If you are using tables and / or chairs they should be left in place during and after the session. Other furniture should not be moved. 	1	4	4				

			<ul style="list-style-type: none"> • All those making a booking or leading a course to read and sign this 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. • Locks are fitted to the main door to each toilet 'room' so that only 1 person can use the facilities at any time. • A one-way system is in place i.e. inbound using the corridor – outbound using doors directly to outside. • Posters inform and remind users of the one-way system. • Signage & markers indicate required distancing. • Posters near the entrance inform how to reduce the risk of infection. • 2m markers are positioned on the corridor floor. • Livestreaming of courses and meetings is being investigated and will be 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. • Indoors people may gather in groups of 6 or 2 households ie 6 people may sit together but they must remain 2m from the next group of 6 and should not intermingle. • People may sit individually or in household pairs on chairs set out 1m apart in forward facing rows. • For indoor sports the capacity restriction allows a minimum of 9 sq m per person, this means 8 participants & 1 teacher in the main hall. • Social distancing requirements allow the following number of people sat individually in each room: Main hall – 25 (4 rows of 6 + 1 at the front or 4 tables of 6) Youth hall – 17 (4 rows of 4 + 1 at the front) GB room – 8 <p>Activities where social distancing isn't possible cannot take place.</p>							
7	Insufficient PPE and cleaning supplies	Caretakers	<ul style="list-style-type: none"> • Caretakers are provided with disposable gloves, masks and aprons to wear whilst cleaning in RWC. These are disposed of safely after use. • An adequate stock of essential supplies is available. 	1	4	4				

			<ul style="list-style-type: none"> • A monitoring system for PPE and cleaning supplies is kept ensuring that a supply of stock is available to anyone who needs to use it. 							
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 handwash are regularly checked. • Hand sanitizer is available within RWC. • Lidded bins for waste are emptied daily. 	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 should 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 are provided and will later be disposed of correctly. • Once home the ill individual should seek to arrange a Covid-19 test. • If someone is taken ill the tutor / group leader should inform their RWC contact on the same day. • Additional cleaning will be carried out if there is a suspected Covid-19 case, following Government guidelines. • All tutors and group leaders must take a register to record attendees and encourage them to scan the QR code displayed in the centre. • Visitors to open meetings must leave their name and phone number and be encouraged to scan the QR code displayed in the centre. Records must be kept for 21 days. • There is a 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 in 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 has been discussed and agreed by the Trustees. • RA has been shared with and signed by the Caretakers. • RA will be 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 	1	4	4				

			<p>added they are to be considered by a named Trustee before the booking is accepted.</p> <ul style="list-style-type: none"> Self-certification evidence that RWC is complying with COVID-19 Secure Guidelines is on display. 							
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 is encouraged. Envelopes containing RWC information (letters, booking forms, cheques) are left unopened for 72 hours. Anyone handling envelopes should wash their hands immediately afterwards. Cheques are collected together and paid into our account as infrequently as possible. RWC Trustees have ensured 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	22 nd October 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:		