



CORONAVIRUS RISK ASSESSMENT FOR FACILITIES

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
		Catching / Spreading	Hirers, Employees, Councillors & Contractors	5	3					15	H	<ul style="list-style-type: none"> Hirers, Employers, Councillors & Contractors are to sanitise their hands on access & exit of the building 	Sanitiser dispensers to be positioned at entrance and checked daily
<ul style="list-style-type: none"> Welfare facilities will contain suitable levels of antibacterial soap and paper towels 	Soap & paper towels to be checked daily					Facilities Assistant	On Going						
<ul style="list-style-type: none"> Hirers, Employees, Councillors & Contractors will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. 	Information Posters displayed in facilities					Town Council	On Going						
<ul style="list-style-type: none"> Advise use of paper towels to open and close taps, then dispose in bins provided 	Waste bins in all toilets					Town Council	On Going						
<ul style="list-style-type: none"> Hirers, Employees, Councillors & Contractors should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. 	Tissues will be provided for all employees and councillors.					Town Council	On Going						
<ul style="list-style-type: none"> Contact with personnel suspected of having caught COVID-19 will be avoided. 						All Hirers, Employees, Councillors & Contractors	On Going						
<ul style="list-style-type: none"> Where ever possible • Hirers, Employees, Councillors & Contractors are to keep two metres apart 	Corridors and rooms marked at two metre spacing					Town Council	On Going						
<ul style="list-style-type: none"> If not, possible to keep 2 metres apart, face masks should be worn 	Face masks will be supplied to Employees and Councillors					Town Council	On Going						

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Catching / Spreading (continued)	Hirers, Employees, Councillors & Contractors	5	3	15	H	<ul style="list-style-type: none"> Hirers, Employees, Councillors & Contractors are reminded to not touch their eyes, nose or mouth if their hands are not clean. 		All Hirers, Employees, Councillors & Contractors	On Going	5	1	5	M
						<ul style="list-style-type: none"> A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. 	Daily cleaning of worksurfaces, door handles, taps etc	Facilities Assistant	On Going				
						<ul style="list-style-type: none"> We will also work towards any cleaning / infection control requirements outlined by the Hirer 	Liaise with Hirer before the facility is booked	Town Council	On Going				
						<ul style="list-style-type: none"> • Employees & Councillors will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature. 	Advise Town Council	Employees & Councillors	On Going				
					<ul style="list-style-type: none"> Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance. 	Advise Town Council	Employees & Councillors	On Going					

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Employee travel plans	Employees & Councillors	5	3	15	H	<ul style="list-style-type: none"> We will ask employees to inform us if they are leaving the country. We will provide relevant government guidance in line with the area / country that they are visiting. Self-isolation will be enforced in line with the area / country guidance. 		Town Council	On Going	5	1	5	M
								Town council	On Going				
								Town Council	On Going				
Lack of awareness	Hirers, Employees, Councillors & Contractors	5	3	15	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. Toolbox talks will be carried out for all Hirers, Employees, Councillors & Contractors on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. We will continually adopt and review new government / WHO guidance as and when it is available. 		Town Council	On Going	5	1	5	M
								Town Council	On Going				
								Town Council	On Going				



Guidance Notes

SEVERITY	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
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1-4 LOW	5-9 MEDIUM	10-15 HIGH	16-25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.



Additional comments:

1. This risk assessment needs to be discussed with all Hirers, Employees, Councillors & Contractors before they hire or enter any of the facilities, to ensure compliance with all control measures.
2. Hirers, Employees, Councillors & Contractors are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner as Kirkham Town Council will continually adopt and review new government / WHO guidance, as and when issued
4. This risk assessment must be approved by the Town Council before being issued as a live document

Assessor 1 name:	Paul Hodgson	Signature:	<i>P A Hodgson</i>	Date:	09-06-2020
-------------------------	--------------	-------------------	--------------------	--------------	------------

Assessor 2 name:	Paul Brearley	Signature:	<i>P A Brearley</i>	Date:	14-06-2020
-------------------------	---------------	-------------------	---------------------	--------------	------------



COROAVIRUS RISK ASSESSMENT FOR FACILITIES

I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of Coronavirus to the lowest possible level. I fully understand my duties as a Hirer, Employee, Councillor & Contractor the control measures in this risk assessment and the method statement.

Persons name	Organisation	Date	Comments/recommendations	Signature