| **Coronavirus Risk Assessment** | | | | | | | |
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| **Parish:** | | | **Date Assessed:** | | **Assessed by:** | | |
| **Task/Activity:** Meetings in Parish halls, children’s groups and use of Parish hall | | | **Review Frequency:** Weekly to ensure assessment is still relevant to the activities undertaken in the Parish hall | | **Reference:** COVID- 19 Risk Assessment | | |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity (1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | **Additional Controls Required** |
| Holding meetings/  children’s activities/ use of the hall | Contact with persons suffering from coronavirus | Attendees  Employees  Contractors  Visitors | Confirm maximum capacity of hall and strict social distancing of a minimum of 2 metres between chairs and all persons.  Face covering worn by all persons over 11 years of age (unless exempt)  Track & Trace register kept of all users  Premises cleaned thoroughly before and after event with emphasis on high contact areas i.e. door handles, toilets, kitchens, worktops etc  If a confirmed diagnosis of COVID-19 has been received or reported, all surfaces that the person has come into significant contact with must be cleaned again, including:  All high-contact areas such as toilets, kitchens, door handles, chairs, tables etc  If a person becomes ill in a shared space, these should be cleaned by following current [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). | 5 | 2 | 10 | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities> |
| Holding meetings/  children’s activities/ use of the hall | Contact with coronavirus leading to infection causing illness – by not maintaining social distancing | Attendees  Employees  Contractors  Visitors | Persons who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.  The Parish will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from activities and whilst in the hall areas.  Signage installed within the building to remind occupants to maintain two metre distance at all times  Where social distancing guidelines cannot be followed in full in relation to a particular activity, we will take all the mitigating actions possible to reduce the risk of transmission between persons.  Further mitigating actions include:   * Face coverings worn by all persons over the age of 11 years (unless exempt) * Increasing the frequency of handwashing and surface cleaning; * Touch points cleaned frequently (door handles, lift buttons, kitchen areas, used offices etc.) * Reducing numbers within the hall areas sufficiently reduce to assist in maintaining two metre distances at all times | 5 | 1 | 5 | Numbers within the hall areas to be reviewed on an ongoing basis and the assessment will be updated accordingly  Staggered arrival and departure times will be considered as numbers increase to reduce crowding into and out of the workplace. |
| Holding meetings/  children’s activities/ use of the hall | Contact with coronavirus leading to infection causing illness – by not maintaining social distancing | Attendees  Employees  Contractors  Visitors | 5 | 1 | 5 |
| Holding meetings/  children’s activities/ use of the hall | Contact with persons suffering from coronavirus – moving around building leading to cross infection | Attendees  Employees  Contractors  Visitors | We will aim to reduce congestion, for example by having more entry points to the hall areas.   * The Parish will use markings and introduce one-way flow at entry and exit points. (particularly at the entrance – barrier signage on door) * The Parish will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points * The Parish will open windows and doors frequently to encourage ventilation, where possible.   The Parish will look to reduce contact with others by:   * Reducing movement by discouraging non-essential trips * Restricting access between different areas of a building or site. * Lifts if fitted only to be used by one person at any one time. * Making sure that people with disabilities are able to access lifts safely. | 5 | 2 | 10 | Consideration of Introducing more one-way flow through the buildings.  As numbers increase we will consider using floor tape or paint to mark areas to help occupants keep to a two-metre distance. |
| Holding meetings/  children’s activities/ use of the hall | Contact with persons suffering from coronavirus – visitors and contractors | Attendees  Employees  Contractors  Visitors | The Parish will look to improve hygiene between others by:   * Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. * Providing regular reminders and signage to maintain personal hygiene standards. * Providing hand sanitiser in multiple locations throughout the buildings. * Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. * Introduction of enhanced cleaning for busy areas. * Introduction of enhanced cleaning of all facilities regularly during the day and at the end of the day. | 5 | 1 | 5 | Encouraging use of disposable hand towels as opposed to hand driers. |
| Holding meetings/  children’s activities/ use of the hall | Contracting and spreading of infection | Attendees  Employees  Contractors  Visitors | Basic infection controls should be followed as recommended by the government:   * Face coverings worn by all persons over the age of 11 years (unless exempt) * Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. * Put used tissues in the bin straight away. * Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. * Try to avoid close contact with people who are unwell. * Clean and disinfect frequently-touched objects and surfaces. * Do not touch your eyes, nose or mouth if your hands are not clean.   Persons worried about symptoms should use the  [NHS 111 system](https://www.nhs.uk/conditions/coronavirus-covid-19/) | 5 | 2 | 10 |  |

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| **Risk/Priority Indicator Key** |

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| **Severity (Consequence)** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Negligible (delay only) |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury / damage / interruption) |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (lost time injury, illness, damage, lost Parish) |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. High (major injury / damage, lost time Parish interruption, disablement) |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (fatality / Parish closure) |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Likelihood** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Improbable / very unlikely |  |  |  |  |  |  |  |  |
| 2. Unlikely |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Even chance / may happen |  | 12-25 | High | As soon as possible | | | | |
| 4. Likely |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Almost certain / imminent |  | 1-5 | Low | Whenever viable to do so | | | | |

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| **Weekly Review Checklist** |

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| **Action** | **Yes** | **Confirmed by** | **Comments** |
| Parish have reviewed the updated guidance from the government |  |  |  |
| Reviewed and update the risk assessment to incorporate any changes to the guidance |  |  |  |
| Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available |  |  |  |
| Identified and implemented any new recommended control measures |  |  |  |
| As numbers increase within the premises & hall areas, review the risk assessment and social distancing procedures |  |  |  |
| Signage recommended has been in installed where necessary |  |  |  |
| Procedures arising from the reviewed risk assessment to be communicated to all attendees/employees |  |  |  |
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