

Severity x Probability = Risk Indicator, where any score 16 or above is deemed unacceptable.

SEVERITY is the degree of that harm to people that could arise from a hazard being realised.

Severity Rating of Hazard		Fatality	Hospitalisation	Major – multiple	Major – single	Minor	Trivial
		6	5	4	3	2	1
Probable Frequency of Hazard	Happens Frequently 6	36	30	24	18	12	6
	Happens periodically 5	30	25	20	15	10	5
	Happens Occasionally 4	24	20	16	12	8	4
	Possible /Happens 3	18	15	12	9	6	3
	Unlikely 2	12	10	8	6	4	2
	Improbable 1	6	5	4	3	2	1



High Risk



Medium Risk



Low Risk

## Manor House Community Centre Risk Assessment – April 2021 v4

F = Frequency

S = Severity

Area or People at Risk	Risk identified	F	S	Total	Actions to take to mitigate risk	Revised Risk Score
<b>Staff, contractors and volunteers, building users</b>	<ul style="list-style-type: none"> <li>• Cleaning surfaces infected by people carrying the virus.</li> <li>• Disposing of rubbish containing tissues and cleaning cloths.</li> <li>• Deep cleaning premises if someone falls ill with CV-19 on the premises.</li> <li>• Occasional Maintenance workers.</li> <li>• Transmission of virus</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Stay at home guidance if unwell at entrance</li> <li>• Staff provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</li> <li>• Staff advised to wash outer clothes after cleaning duties.</li> <li>• Staff given Gov guidance and PPE for use in the event deep cleaning is required.</li> <li>• Ask attendees for Track and Trace details; keep for 21 days</li> <li>• Mandatory to wear face coverings in community buildings from 8 August 2020</li> <li>• Mandatory to display NHS QR Code for building to be displayed at entrance to building for track and trace purposes.</li> </ul>	9
<b>Staff, contractors and volunteers, building users</b>	<ul style="list-style-type: none"> <li>• Staff who are either extremely vulnerable or over 70.</li> <li>• Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Staff in the vulnerable category are advised not to attend work for the time being.</li> <li>• Discuss situation with staff over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</li> </ul>	9

	<ul style="list-style-type: none"> <li>virus has entered the premises or falls ill.</li> <li>Mental stress from handling the new situation.</li> <li>Transmission of virus</li> </ul>				<ul style="list-style-type: none"> <li>Talk with staff regularly to see if arrangements are working.</li> <li>Mandatory to wear face coverings in community buildings from 8 August 2020</li> <li>From 24 September mandatory to display NHS QR Code for building to be displayed at entrance to building for track and trace purposes.</li> </ul>	
<b>Those with lease agreements or casual hirers</b>	<ul style="list-style-type: none"> <li>As above and below</li> </ul>	NA	NA	NA	<ul style="list-style-type: none"> <li>Actions taken should include those listed above and below, in addition to those identified in the organisation or hirers own Covid-19 Risk Assessment</li> <li>NHS QR Code to be displayed by hirers for their activity, or tenants, or in the absence of this, an adequate method of recording attendees' details for Track and Trace purposes for 21 days after which must be securely destroyed</li> </ul>	NA

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>F</b>	<b>S</b>	<b>Total</b>	<b>Actions to take to mitigate risk</b>	<b>Revised Risk Score</b>
Car Park/paths/patio/exterior areas	<ul style="list-style-type: none"> <li>• Social distancing is not observed as people congregate before entering premises.</li> <li>• Parking area is too congested to allow social distancing.</li> <li>• People drop tissues.</li> </ul>	2	2	<b>4</b>	<ul style="list-style-type: none"> <li>• Mark out 2m waiting area outside all potential entrances with tape to encourage care when queueing to enter.</li> <li>• Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</li> </ul>	<b>4</b>
Entrance hall/lobby/corridors	<ul style="list-style-type: none"> <li>• Possible "pinch points" and busy areas where social distancing is not observed in a confined area.</li> <li>• Door handles, light switches in frequent use.</li> </ul>	3	3	<b>9</b>	<ul style="list-style-type: none"> <li>• Identify "pinch points" and busy areas. Create one-way system where possible and provide signage.</li> <li>• Door handles and light switches to be cleaned regularly.</li> <li>• Hand sanitiser to be provided by Council</li> </ul>	<b>6</b>
Main Hall	<ul style="list-style-type: none"> <li>• Door handles, light switches, window catches, tables, chair backs and arms.</li> <li>• Soft furnishings which cannot be readily cleaned between use.</li> <li>• Window curtains or blinds</li> <li>• Social distancing to be observed</li> </ul>	2	3	<b>6</b>	<ul style="list-style-type: none"> <li>• Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</li> <li>• Social distancing guidance to be observed by hirers in arranging their activities.</li> <li>• Hirers to be encouraged to wash hands regularly.</li> <li>• Windows to be opened to ensure good ventilation.</li> <li>• Hand sanitiser to be provided by Council</li> </ul>	<b>6</b>

Area or People at Risk	Risk identified	F	S	Total	Actions to take to mitigate risk	Revised Risk Score
Kitchen	<ul style="list-style-type: none"> <li>• Social distancing more difficult</li> <li>• Door and window handles</li> <li>• Light switches</li> <li>• Working surfaces, sinks</li> <li>• Cupboard/drawer handles.</li> <li>• Fridge/freezer</li> <li>• Crockery/cutlery</li> <li>• Kettle/hot water boiler</li> <li>• Cooker/Microwave</li> </ul>	6	4	<b>24</b>	<ul style="list-style-type: none"> <li>• Kitchen not to be used until authorised by Town Council.</li> <li>• Users encouraged to bring own drinks and take home with them.</li> <li>• No refreshments purchasable at time of booking or adhoc during day.</li> <li>• Windows to be opened to ensure good ventilation.</li> <li>• Hand sanitiser to be provided by Council</li> </ul>	<b>4</b>
Store cupboards (cleaner etc)	<ul style="list-style-type: none"> <li>• Social distancing not possible</li> <li>• Door handles, light switch</li> </ul>	3	2	<b>6</b>	<ul style="list-style-type: none"> <li>• Public access unlikely to be required.</li> <li>• Cleaner to decide frequency of cleaning knowing cycle of use.</li> </ul>	<b>6</b>
Storage Rooms (furniture/equipment)	<ul style="list-style-type: none"> <li>• Social distancing more difficult</li> <li>• Door handles in use.</li> <li>• Equipment needing to be moved not normally in use</li> </ul>	3	2	<b>6</b>	<ul style="list-style-type: none"> <li>• Caretaker to set up and close tables and chairs after each booking where necessary</li> </ul>	<b>6</b>
Toilets	<ul style="list-style-type: none"> <li>• Social distancing difficult.</li> <li>• Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</li> </ul>	3	3	<b>9</b>	<ul style="list-style-type: none"> <li>• Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</li> <li>• Caretaker to clean before opening and after final booking</li> <li>• Take one male urinal out of commission to assist distancing.</li> </ul>	<b>6</b>

	<ul style="list-style-type: none"><li>• Baby changing and vanity surfaces, mirrors.</li></ul>				<ul style="list-style-type: none"><li>• Place posters to encourage 20 second hand washing in every toilet.</li><li>• Windows to be opened to ensure good ventilation or extractor where available.</li></ul>	
--	---	--	--	--	--	--