









Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		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	
		Severity (S)						
Acceptability of risk guidance	High risk: 15-25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	Medium risk: 8-12		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings. 							
Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.								

Personal protective equipment (PPE) assessment								
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:								
Type of PPE:								
	Head (BS EN 397)	Foot (BS EN 345-1)	Eye (BS EN 165:2005)	Hand (BS EN 420:2003)	Hearing (EN 352-1)	High-visibility vest (BS EN 471)	RPE	Fall arrest (BS EN 361)
Additional requirements (list here):	Guidance on self-isolation found via the Government website.							
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Controlling the spread of COVID-19	Employees, client, public	Persons being exposed to the bioaerosol and contracting and spreading COVID-19	5	5	25	<ul style="list-style-type: none"> Anyone who meets one of the following criteria must follow the Government's guidance on Self-Isolation: <ul style="list-style-type: none"> Has a high temperature or a new persistent cough? Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)? Is living with someone in self-isolation or a vulnerable person 	1	5	5
where persons are showing symptoms of the virus	Employees, client, public	Attending Fairway Hall Exposing Public to the Virus and spreading COVID-19	5	5	25	<p>The effected person should</p> <ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow If the symptoms are too severe that the person is unable to get themselves home safely dial 999 <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>If tested positive for COVID-19 the Building is to be closed immediately for at least 48hours followed by a thorough clean before anyone is permitted to return.</p>	1	5	5
Hire of Fairway Hall	Hirer, Public Staff	Mitigating risks to the public, staff and client	4	5	20	Hall Hirer to supply their own risk assessment which must include cleaning schedule, client list (Except Minors). Clients must also limit their numbers to follow current Council and government Guidelines.	1	5	5
At-risk	client, public	Vulnerable persons such as those with pre-existing medical conditions and autoimmune	5	5	25	<ul style="list-style-type: none"> Persons known to be in the at-risk category to follow government guidance and as a minimum take "particular care to minimise their social contact". The category includes: <ul style="list-style-type: none"> Pregnant women People over 70 	1	5	5

		deficiencies being exposed to the virus				<ul style="list-style-type: none"> ○ People who have had an organ transplant and are taking immunosuppressant medicine ○ People who are having chemotherapy or radiotherapy ○ People who have blood or bone marrow cancer ○ People who have a severe chest condition, such as cystic fibrosis or severe asthma ○ People who have other serious health conditions ○ People from specific ethnic groups as per government advice. 			
General Welfare	client, public	Catching / Spreading the virus while in the offices.	4	5	20	<ul style="list-style-type: none"> ● Additional handwashing facilities (sanitiser) provided throughout the Building. ● Clients and Public to be advised to wash hand regularly. ● Soap and fresh water are readily available and kept topped up at all times ● Hand sanitiser provided where hand washing facilities are unavailable ● Regular cleaning of the hand washing facilities and checking soap and sanitiser levels – Before and after every session ● Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal ● Masks and face visors must be worn were appropriate 	1	5	5
Cleaning	client, public	Catching / Spreading the virus from infected surface or equipment.	4	5	20	<ul style="list-style-type: none"> ● Hirer will be responsible for the cleaning of any area used by the Hirer or their clients. Except toilets or Main Hall Floor where there is no excessive Cleaning due to the hirer or their clients. All other areas used by the hirer must be cleaned and sanitised after used. 	1	5	5
Hall Access	Employees, client, public	Catching / Spreading of the virus while accessing (or leaving) Hall in the confines of other persons	4	5	20	<ul style="list-style-type: none"> ● Discourage all non-essential visitors from attending ● No 'handouts' or brochures to be available from Reception area. ● All Hirers who come into the Hall will be required to complete an attendance sheet for the purpose of Track and trace. Which a copy must be given to the Town Council which will be Kept for 28 day. ● Start and finish times of the Hall Hirer must include cleaning times. ● Alternative exit to be available via the fire escape from the Hall in case of emergency ● All Visitors to wash and clean hands before entering or leaving site. 	1	5	5

Toilet Facilities	Employees, client, public	Catching / Spreading the virus while using toilet facilities	4	5	20	<ul style="list-style-type: none"> • Staff to only use the “Disabled/Staff” Toilet once Fairway Hall has been opened to the public. • Washing of hands before and after using the facilities • “Disabled/Staff” toilet to be cleaned at least 3 times per day - particularly door handles, locks and toilet flush • Toilets in the Main Hall will be for the use of Hirers/Public while attending Fairway Hall • Hirers/Public will be expected to follow all signs in Toilets 	1	5	5
Kitchen Areas and Eating Arrangements	Employees, client, public	Catching / Spreading the virus while using kitchen facilities	4	5	20	<ul style="list-style-type: none"> • All kitchen areas will not be available to Hirer unless previously requested. • Hirer to wipe clean kitchen areas before and after each use. • Hand cleaning facilities or hand sanitiser is available at the entrance of any room where people eat and should be used by Visitors when entering and leaving the area. • Drinking water tap to be cleaned before and after use. • All rubbish to be put straight in the bin and not left for someone else to clear up 	1	5	5
Main Hall Entrance	Hirer, Public	Catching/Spreading the virus while entering & exiting Fairway Hall	5	5	25	<ul style="list-style-type: none"> • Face masks must be worn when entering and exiting Fairway hall • Hands must be sanitised upon entering and before leaving fairway hall • Hirer and public must not gather in the hall entrance/ exit area • Cloakroom not to be used as a waiting area and must be cleaned/sanitised after use. • Disabled Toilet/ staff toilet only to be used by council staff or disabled visitors to Fairway Hall • No leaflets aloud in Hall Reception Area 	1	5	5
Main Hall	Hirer, Public	Catching/spreading the virus while attending Fairway Hall	4	5	25	<ul style="list-style-type: none"> • Face Masks must be worn at all times unless eating or drinking • Numbers in attendance must follow current Government Guidelines • Hirer must Supply a Risk Assessment for any event or class • Hirer Must supply Track and Trace information for all in attendance which will be kept by the council following Government Guidelines • Hirer will be responsible for the cleaning of any tables & chairs used during their Event/Class 	1	5	5

Storage	Employees, client, public	Storage of items used for the Event/Class supplied by Hirer	5	5	25	<ul style="list-style-type: none"> Any and all items stored by the council which belong to the hirer for the use at an event/class must be cleaned before and after use The cleaning of these items must be recorded and supplied to the council upon request. 	1	5	5
Lack of awareness	Employees, client, public	Persons being unaware of the controls required to control the virus, putting themselves and others at risk	3	5	15	<ul style="list-style-type: none"> The latest government campaign posters to be displayed in suitable places around Building We will continually adopt and review new government guidance as and when it is available 	1	5	5