

APPENDIX 3 – SAMPLE RISK ASSESSMENT FOR GUIDANCE

Name of Person / Group:				Name of Facility / Centre:			
Activity / Event:				Max number of people involved in Activity / Event:			
Hazard	Persons at Risk	Existing Controls	Likelihood (1-3)	Severity (1-3)	Risk Level	Further action required	
Covid Spread	Attendees and Staff	<ul style="list-style-type: none"> Participants showing any symptoms or signs of Covid are not permitted to attend; Attendees are advised to undertake a Lateral Flow Test on a regular basis; The Hirer to have a Register of all attendees for track and trace purposes; Attendees to wear face coverings on entering and exiting building and in communal areas; Attendees to use hand Sanitisers located throughout the buildings; Attendees to use One-way system in operation, if applicable; Attendees to adhere to recommendation of One-in / One-out for use of toilets; Attendees to maintain 2 metre social distancing; Room to be well ventilated – open windows/doors; Kitchens closed for bookings, but can be accessed for obtaining hot water; If refreshments are being supplied, disposable utensils must be used; Changing Rooms remain closed 	2	3	6		
Activity Hazards	Persons at Risk	Controls in place	Low Risk	Medium Risk	High Risk	Further action required	
eg – slips on floor	Centre users	Ensure floor is completely dry before use	X			If wet, dry with mop or paper towel	

I have completed this Risk Assessment and agree to comply with all the elements stated -

Name	Signature	Date