

Risk assessment template

Company name: Hickling Playing Field and Recreation Ground Charity (HPFRGC)

Assessment carried out by: Nick Baker

Date of next review: As required by guidance or legislative change or local circumstances

Date assessment was carried out: 14 07 20 and edited post HMG guidance update on 20 07 20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?
Potential spread of Covid 19 infection	Users volunteers and contractors at Hickling Barn	This is a pre opening assessment so covers what we plan to do to enable safe reopening of the Barn. The RA is based on Core Principles and Considerations from HM Government Guidance as updated on 20 July 2020 (below in bold)	All hirers/regular user groups will be required to undertake their own risk assessment covering all areas of their use of Hickling Barn, to be approved by the Trustees prior to use.	Trustees have ultimate control but users will also have specific responsibilities

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		Social Distancing and Capacity		
		Overall Capacity with social distancing for main hall confirmed as 20 people. This assumes 2m distancing with kitchen not open and does not include users of the Laura Edghill Room	Review as guidance changes and when kitchen opens Separate RA from the Phoenix Trust for LA Room	Trustees
		Signage to advise users to comply with SD rules, including not entering if suffering with C19 symptoms		
		Entrances and exits clearly marked and one way system in place for some activities, specifically assessed.		
		Specific area and procedure identified in case of potential covid patient becoming ill.		
		No large indoor or outdoor gatherings permitted	Review if guidance changes	
		All users/hirers required to provide specific RA for their use to HPFRGC Trustees for approval before hire or use allowed.		

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		Queue markers and movement arrows placed in key areas		
		No other business likely to have conflicting queuing arrangements		
		Kitchen currently out of use and locked off. Separate assessment as and when required.		
		Cleaning Separate cleaning protocol in place	Ensure cleaners understand and follow the protocol	Trustees Cleaners
		External ventilation encouraged wherever possible, although this is limited due to building design Gym has one fan in enclosed room to maintain comfort levels		
		Signs and posters regarding personal hygiene in place		

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		Hand sanitiser provided in key locations – entrance and exit		
		Cleaning protocol for toilets in place	Ensure cleaners understand and follow the protocol	Trustees Cleaners
		Hand drying facilities in place in all toilets		
		Hygiene and Face Coverings		
		All those entering and leaving the Barn are required to wash/sanitise hands.	Maintain signage and hand sanitiser stations	Trustees
		Signs encouraging but not requiring face masks in place		
		Vulnerable People		
		We recognise our community has a high number of over 70s so will encourage additional measures for them eg remaining at home.		

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		Toilets		
		Separate toilet protocol produced covering, hygiene, cleaning, rotation of toilets use. Specifically, one in one out policy.	Ensure hirers and users are aware of protocol and adhere to the rules	Trustees
		Noise		
		No high level noise events permitted including singing etc.		
		Track and Trace		
		All visitors required to sign in and where possible pre-book attendance to allow track and trace, with hirers/users required to have procedures in place for this	Ensure hirers made aware of requirement and covered in user/hirer RA documents	Trustees and users Ensure info is up to date
		Travel and Parking		

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		Given low user numbers this is not considered a significant issue		
		Permitted Activities		
		Early Years and Youth - not applicable to us time of writing		
		Voluntary sector and other service provision – not applicable to us at time of writing		
		Recreation, Leisure and Social Gatherings <ul style="list-style-type: none"> • External users conditions • No parties, weddings etc allowed at this stage 	<ul style="list-style-type: none"> • User/Hirer to undertake own RA and this to be approved in advance of the hire/use being agreed • Bookings system will allow/prevent this • Bookings system will prevent this 	Trustees

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		<ul style="list-style-type: none"> No indoor performances etc as defined are to take place in front of live audiences Separate RA and protocol for indoor gym as this is within our own charity ownership Other users for sport (Rugby, Soccer, Gym, Croquet outside; Bowls, Badminton inside), are required to comply with their NGO requirements 	<ul style="list-style-type: none"> Ensure Gym instructors and users are aware of the rules Ensure users RA is checked off by Trustees 	
		<p>Meetings and Civic Functions – These are very limited. Trustees meetings will take place digitally or outside for the current period. External user meetings will be controlled via that user's RA</p>	Bookings system will control this	
		<p>Retail and Shop – not applicable to us</p>		

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		<p>Places of Worship – Filling Station is an existing user and will need to comply with HMG guidance and their own organisation if applicable</p>	<p>Ensure covered in user RA</p>	
		<p>Office Not applicable to us</p>		
		<p>Outdoor Spaces All users booking will have to undertake their own RA and comply with NGO guidance where this exists. Play Area subject to separate RA controlled directly by Trustees</p>	<p>Ensure compliance by known users Note: some groups may just attend as field is open to public access.</p>	<p>Trustees</p>
		<p>Contractors All contractors will be requested as to their own procedures in advance. Trustee or appointed person will meet and greet on site</p>		