

Community Grants COVID 19

## Risk assessment template GUIDANCE

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

<b><i>Engagement/Delivery Method (face 2 face, group work, digital etc):</i></b>	Face to face
<b><i>Cleaning, handwashing and hygiene procedures</i></b>	Tables and equipment are cleaned after each visit. Toilets and door handles are cleaned every hour as standard.
<b><i>Measures to help people to work or engage in services from home</i></b>	Laptops are provided to prevent digital exclusion. Digital technologies allow video calls and meetings, online learning and access to encrypted cloud servers
<b><i>Maintain 2m social distancing, where possible</i></b>	Meetings are held in the main hall, where 2mtr social distancing measures can be maintained.

*Where people cannot be 2m apart, manage transmission risk*

Not Applicable

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?	When is the action needed by?	Done
<b>Infection transmission</b>	Staff and learners who enter the building and do not follow the 2 mtr rule	Notices in public spaces 2mtr spots on the floor to mark 2 mtr distance, Staff bulletins. Social Distancing Training. Infection control training Hand sanitiser	Display cleaning policy statement in the public areas and cleaning rota	FG	28.6.20	Yes

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)