

Risk Assessment Form – The 5 steps approach

| Activity / Operation/ Event: COVID-19 transmission | | | | | Assessment Date: 15/07/20 | | |
|--|--|---|---|---|----------------------------------|--------------------------|----------------|
| Establishment: Play Area – Bredhurst Parish Council | | | | | Review Date: 07/10/20 | | |
| Step 1 Identify the hazards | Step 2 Who might be harmed & how? | Step 3 What are you already doing? | Risk Rating <small>Trivial/ low / medium / high / stop</small> | Step 4 Is anything further needed? | Step 5 Action & Review | | |
| | | | | | Action required | Responsible person | Date completed |
| Transmission via inadequately cleaned surfaces | Users: children, parents COVID-19 infection Potential of illness and death | Play area in open air and therefore open to elements – reduced risk of transmission | Low/ medium | Cleaning not feasible for council. Supply of cleaning materials not feasible for council. Users to be encouraged to use own materials to clean equipment before and after use by way of signage. Users to be encouraged to wash hands after use by way of signage. | Erect and monitor signage | Bredhurst Parish Council | |
| Airborne transmission via infected persons | Users: children, parents COVID-19 infection Potential of illness and death | | Medium | Social distancing and wearing of face masks not feasible for council to monitor or enforce. Booking system not feasible as equipment not under supervision. One way system not feasible as only one entrance and exit to the area. | Erect and monitor signage | Bredhurst Parish Council | |

| | | | | | | | |
|--|---|---|----------------|---|---------------------------|--------------------------|--|
| | | | | Users to be encouraged to stay 2m apart and wear masks by way of signage. Users to be encouraged to come back at another time if busy by way of signage. | | | |
| Transmission via refuse | Users: children, parents Refuse collectors COVID-19 infection Potential of illness and death | Refuse collectors covered under KCC guidance for wearing PPE and safe working | Low/ medium | Not feasible for council to increase collections. Users to be encouraged to take rubbish home by way of signage. | Erect and monitor signage | Bredhurst Parish Council | |
| Assessor Name(s): Bex Ratchford | | | | Role: Bredhurst Parish Council Clerk | | | |
| Signature: | | | | Review Date: 07/10/20 | | | |

| Step 1 What are the hazards? | Step 2 Who might be harmed and how? | Step 3 What are you already doing? | Risk rating | Step 4 Is anything further needed? | Step 5 Action & Review |
|---|---|---|--|--|---|
| Spot hazards by: <ul style="list-style-type: none"> ▪ walking around your workplace ▪ asking those doing the task what they think ▪ checking manufacturers' instructions ▪ considering health hazards | Identify groups of people, consider: <ul style="list-style-type: none"> ▪ employees ▪ temporary / agency staff ▪ contractors ▪ volunteers ▪ members of the public ▪ children (including work experience) ▪ lone workers ▪ pupils ▪ service users | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> ▪ guarding ▪ training ▪ procedures, safe systems of work ▪ personal protective equipment (PPE) | Trivial, low, medium, high or stop (please see matrix below) | You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done. | Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first. List: <ul style="list-style-type: none"> ▪ actions required ▪ who needs to do them ▪ by when ▪ Check actions completed |

Risk rating

| | | | |
|------------------------|-------------------------|--------------------|--------------------------|
| | Slightly harmful | Harmful | Extremely harmful |
| Highly unlikely | Trivial risk | Low risk | Medium risk |
| Unlikely | Low risk | Medium risk | High risk |
| Likely | Medium risk | High risk | STOP |

| Risk level | Action and Timescale |
|------------|--|
| Trivial | No action required and no documentary record needs to be kept. |
| Low | No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained. |
| Medium | Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. |
| High | Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. |

Stop

Work should not be started or continued until the risk has been reduced to an acceptable level. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.