

Risk assessment template

Company name: Market Chambers Performers Together Assessment carried out by: Sandie Thomson

Date of next review: 04/11/2020

Date assessment was carried out: 04/09/2020

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
Contamination/spread of virus due to being on surfaces in toilets and kitchens	All users	Surfaces are being cleaned on a regular basis and anti-bacterial wipes are provided for people to wipe down surfaces themselves. Soap and paper towels provided. Signs are up on all bathrooms and cubicles and kitchen areas re use of wipes	N/A	All	Ongoing	
Contamination through group use	All users	Groups and individuals using the building to have their own individual guidance issued to their users and to provide, where	Observe government guidance until further notice	All	Ongoing	

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		<p>possible, their own supplies. Market Chambers will provide hand sanitiser, anti-bac wipes, etc in case of shortage.</p> <p>A signing in book is present for all users to sign in and out – hand sanitiser has been placed beside the book. Jill Brannam, Booking Officer has contact details of all hirers so notice can be given out should someone attending and having been in close contact with other groups/individuals, they can be informed.</p> <p>Surfaces, door handles, etc to be</p>				

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		wiped down by hirer after each use.				
Contamination through multi use of area and facilities	Adam Bayjou, his clients and Andy Singfield	Adam has now been allocated sole use of the downstairs loos near his room and Andy is happy to use the upstairs facilities. Anti-bacterial wipes are in place and paper towels provided and users are reminded to wipe down surfaces. Regular cleaning will also be in place to help keep areas clean.	N/A	Adam to advise his clients of procedures in place. Andy to observe request to use upstairs facilities whilst he is using the building. All other users to be aware.	Ongoing as situation changes	
Contamination through use of stairs from Lesser Chambers, bathroom at top of stairs, etc	Any person entering Market Chambers through via this entrance especially on Wednesdays and	Anti-bacterial wipes and paper towels are provided in all bathrooms.	Market manager to be informed of the need to ensure that the equipment provided (wipes, etc) are used when he is using the building and for him to be	Market Manager and committee members	Ongoing	

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	Saturdays (Market Day)	<p>Users of the venue to use stairs one at a time on entry and departure.</p> <p>No waiting on stairs by parents/guardians for collection.</p>	<p>kept informed of when more people are going to be using the building so that he can control his own area and protect himself further as necessary.</p> <p>Parents to arrange collection either at Haymarket Yard or outside of the building – if required to wait inside, to maintain social distance with others and to wear masks if possible.</p>	Parents/guardians collecting young people, etc from group activities.	Ongoing	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/