

Project Name: St John's Safety Group
Community Centre Risk Register
Last Reviewed: (dat 12th October 2020

Risk	Risk Description	Risk if do			Narrative area	Mitigating Actions	Action detail	Supporting evidence	Residual risk			Mitigation			
		Likelihood	Impact	Severity					Likelihood	Impact	Severity	Owner	Agreed Y/N	Out puts	Date Closed
	Failure to follow guidelines	3	5	15		Task group set up to advise on safe re-opening of Community Centre	Group will be tasked with advising PCC on the safe re-opening of the community centre. The group will meet frequently and regularly review guidance from HMG and The Church of England. The group will be responsible for allocating appropriate ownership of activities prior to it concluding it's work.		1	5	5	Church Wardens	Y	Safety Group	ongoing
	Failure to protect vulnerable employees	3	5	15		Employee risk assessments	All line managers to hold verbal risk assessments with their direct reports. Confirmation that these have been completed and any risks highlighted should be reported to the Safety Group.	Email confirmation from Line Managers	1	5	5	Line Managers	Y		06/10/2020
	Ventilation in rooms is inadequate for the activity because windows don't open	3	5	15		Independent assessment of ventilation to confirm recommended room capacity and information to Hirers	Building engineers commissioned to assess effectiveness of built in extractor fans and ventilation. CIBSE standards for ventilation of multi-function rooms means the recommended occupancy for rooms 2 & 3 combined is 23 and 27 for room 1. Report available to Hirers and additional conditions updated	Building engineers report	1	5	5	PCC	Y	Additional Conditions for Hirers	12/10/2020
	Failure to meet HMG requirements around NHS Test and Trace	3	5	15		Hirers will be required to maintain records of group attendees for 21 days	Create additional hirer condition to require the keeping of attendance records for 21 days.		1	5	5	PCC	Y	Additional Conditions for Hirers	08/09/2020
						Engage regular hirers: request information on plans for restarting classes/meetings	Request: 1. date would like to start 2. do they have any concerns meeting HMG or any relevant advisory body's guidance 3. do they have any new requirements of the building 4. can they be flexible in regards to time slots					Parish Assistant & Churchwardens	Y	Email	15/07/2020
						Create and agree a Community Centre Reopening Policy and Plan	Policy should set out the principles that will govern the safe use of the community centre space. It should clearly state where the boundaries of responsibility lie and set out any restrictions which will remain and which must be considered as part of the Hirers risk assessment such as ventilation of rooms 1 and 2/3.					PCC	Y	Consolidated Policies and Procedures document	08/09/2020
						Create addendum to the current Hirer agreement to include COVID-19 requirements	Addendum should include requirement to provide risk assessment prior to use. Any minimum/absolute expectations should be set out ie. Wearing of facemasks, social distancing, communications to attendees. Clauses should include agreement to meet the minimum/absolute expectations in regards to safety precautions, requirement for public liability which covers COVID-19.					PCC	Y	Additional Conditions for Hirers	08/09/2020
						Create and share a robust Contingency Plan	Contingency plan should set out what should happen in the event that either someone is taken ill with COVID-19 type symptoms whilst using the Community Centre and also action to be taken if we are notified that a user has been confirmed to have COVID-19 after attending the Community Centre.					PCC	Y	Section 3.4 Contingency Plan in the Consolidated Policies and Procedures document	08/09/2020
						Safe working procedures agreed and provided to all employees and volunteers	Employees and volunteers should be provided with own copy and also a copy should be easily accessible in the building for reference if required.					PCC	Y	Section 3.7 St John's as a Safe Place to Work in the Consolidated Policies and Procedures document	08/09/2020
COVID-19 enters the community centre environment	An infected person or someone who lives with an infected person attends a class/meeting at the community centre	3	5	15	Before	Share Safety Policy and Risk Assessment with Hirers and request that Risk Assessments are completed and submitted to the Safety Group for review.	St John's documentation and Risk Assessment should be considered the minimum required in order to use the Community Centre. The review will check that Hirer risk assessments meet the minimum requirements only.		1	5	5	PCC	Y		08/09/2020
						Agree phased approach with hirers	Multi phased opening. First phase should be with small number of hirers with low risk activities. Phase 1 learnings should be reviewed and incorporated where appropriate into Phase 2 wider opening.					Safety Group / Parish Assistant	Y		08/09/2020
						Stagger start times for hirers where needed.	Where hirer start times mean that visitors from multiple classes are likely to enter/exit at similar times liaise with hirers to agree slide in start / end times to reduce likelihood of members of different classes meeting in communal areas.					Parish Assistant	Y	Hirer schedule	Ongoing

