

Risk assessment template

Charity name: Breathing Space Coventry

Assessment carried out by: Peter Sidebotham

Date of next review: July 2021

Date assessment was carried out: 8 July 2020

This risk assessment includes a review of both general health and safety issues, and the legally required risk assessment of specific risks arising from Covid-19. This document should be read in conjunction with the Breathing Space Covid-19 risk management Plan, July 2020

The abbreviation BSC is used throughout for Breathing Space Coventry

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
Risk of contracting Covid-19	Visitors to BSC and BSC Hosts Could catch Covid-19 through coming into contact with an infected person or a contaminated surface or object.	BSC was closed during the lockdown. Now open to individuals/ individual households only; no groups; pre-booked visits only. Hosts to maintain social distancing at all times; advise all visitors to do the same. Those showing symptoms of Covid-19 should not visit Breathing Space. When seeing individuals for spiritual direction, sit 1+	Trustees to review and approve risk management plan.	Trustees	19.7.2020	22.7.2020
			Post risk management plan on website.	Peter Sidebotham	22.7.2020	22.7.20
			Put up appropriate reminder signs about good practice.	Peter Sidebotham	22.7.2020	22.7.20
			Ongoing vigilance in complying with the plan.	Hosts	Ongoing	

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
		<p>metres apart, not face to face.</p> <p>Guests are advised to wash their hands on entering the building or to use hand sanitiser.</p> <p>Before and after each visit the hosts will clean guest toilet and replace hand towel, spray and wipe down all surfaces in rooms used, including door handles.</p>				
<p>Risk of a visitor falling or injuring themselves</p>	<p>There are risks for those with limited mobility through negotiating steps. There are steps from the hall into the kitchen, and from the chapel and garden room into the garden.</p>	<p>Access ramp and level access installed to the entrance of the property with hand rail down the ramp.</p> <p>Advise those with limited mobility to use the front entrance for access to the garden.</p>	<p>Install hand rail down the small ramp from the front door to the garden.</p> <p>Install grab rails outside the chapel and garden room doors.</p> <p>Consider whether any redesign of the kitchen could be done in such a way as to provide level access or minimise risks for those with limited mobility.</p>	<p>Peter Sidebotham</p> <p>Peter Sidebotham</p> <p>Peter and Lois to include in specification for any kitchen redesign.</p>	<p>September 2020</p> <p>September 2020</p> <p>December 2020</p>	

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
<p>Risks of injury to children</p>	<p>Young children might suffer injuries through playing in the garden, running off the property, or playing with craft materials.</p>	<p>Children are only permitted to use Breathing Space when accompanied by an adult; parents or guardians are advised that they are responsible for supervising their children at all times. The garden pond has been fitted with a safety grid to prevent any risks of drowning. All water butts are raised and covered. Both gates to the garden can be shut when families are present. Within the house, children are not allowed in the kitchen unsupervised.</p>	<p>Add guidance for children and families visiting BSC to the website</p>	<p>Lois Baldwin</p>	<p>31.7.2020</p>	
<p>Risk of fire</p>	<p>Visitors or hosts harmed through a fire starting in the house as a result of inappropriate use of candles or other open flames.</p>	<p>There is an open fire in the lounge. This is only used when the hosts are present and taking responsibility. A fire guard will be used at all times in front of the open fire.</p>	<p>None</p>			

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
		Candles are available in the chapel, lounge, garden room and upper room. Guests are advised that they can light a candle providing it is in a proper holder and that they extinguish it before leaving the room.				
Risk of food poisoning or food allergy	Guests might acquire food poisoning or an allergic reaction through consuming food that has not been prepared with adequate hygiene and safety	The hosts apply general hygiene and safety measures in the kitchen.	Hosts to undertake online food safety and hygiene training course	Peter Sidebotham Lois Baldwin	15.8.2020	
Risks of abuse or allegations of abuse	Those seeking spiritual direction are potentially vulnerable to abuse; those providing spiritual direction may be open to allegations of abuse.	Safeguarding policy approved by the Trustees. All public rooms have glass panels in the doors providing a balance of confidentiality and transparency.	Post safeguarding policy on the website	Peter Sidebotham	22.7.2020	22.7.20

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?	When is the action needed by?	Done
Risks of breaking confidentiality or misuse of private data	Guests and volunteers might have personal privacy breached.	Privacy notice agreed by Trustees and posted on the website. All data collected, stored and used within GDPR guidelines.	None.			

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