

Covid-19 Risk assessment template

Company name: Perennial

Assessment carried out by: Amy Routley & Annie Dellbridge

Date of next review: Sept 2021

Date assessment was carried out: 10th Sept 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
Upstairs of building not maintained to a standard for visitors.	Visitors who don't know the upstairs of the house – doorways, low ceilings, steps etc. not marked	No unauthorised visitors are allowed into the upper part of the building	Area at bottom of stairs to be sectioned off and clearly marked 'no unauthorised access' or similar	Annie Dellbridge	End of Sept 2020	Done
Fire exits not clearly marked so potential to get confused in the event of a fire	Visitors who are unaware of the available exits of the building	All visitors are advised if taken into the property of how they can access if needs be. Working fire alarm system is active in the property	Evacuation plan clearly marked out and placed on the wall, marking of all available exits with a fire exit sign, visitor induction to take place to advise of fire evacuation process. When visitors are taken to the	Annie Dellbridge	End of Sept 2020	Done

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			house, they are advised of all relevant fire exits.			
Lighting not sufficient in downstairs rooms	If it's a dark day, people could trip, slip or bump due to low lighting levels in the rooms	Two new lights have been purchased to provide better lighting in these rooms. No rooms in this house are currently used in the evenings.	Consider getting more lighting – standard lamps etc. to light up the rooms	Annie Dellbridge	End of Sept 2020	Done
Oil heating on site	Potential of oil heating causing overheating, nor being properly maintained	Oil heating is regularly serviced and certificates kept	None	N/A	N/A	
Bathroom area	Shower in situ, Covid regs	Handwash supplied and kept in stock. Shower has been dismantled so that it cannot be used. Signs are in place to give all visitors	Put up handwashing signs	Annie Dellbridge	End of Sept 2020	Done

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		guidance in the bathroom area				
COSHH	Anybody who may go into the stock room as some COSHH items are currently stored there	There are COSHH sheets for these items, but they are currently not kept with these items in the house	Either move these items back out to the storage area where the COSHH sheets are also kept – or put another set of relevant COSHH sheets in this storage area	Annie Dellbridge	End of Sept 2020	Done
COVID	Any visitors to the pink house	In the kitchen, visitors are given a choice of paper cups or real cups – which they are asked to thoroughly wash after use. The pink house allows visitor groups to social distance (usually small art groups who attend inside if the weather is too bad	Put up handwashing signs in the bathroom. Put up social distancing signs in the entrance hallway and in the room that the visitors will be using. Ensure that art area set up's are socially distanced and that they are not sitting too close together	Annie Dellbridge	End of Sept 2020	Done

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		for them to be in the garden).				
Health & Safety	Any visitors and staff to the area will need to have access to fire extinguishers and first aid kits	Fire extinguishers and first aid kits have been placed in the house.	None	N/A	N/A	
						Done
						N/A

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

