

Dronfield Town Council			Risk Assessment			Buildings & Offices			
Site : Civic Hall, Dronfield			Assessment No: 1			Initial Assessment July 2021 Date :			
Task : Covid - 19 Reopening of Council Buildings			Original-Assessor : Ronnie Dick			Date of last Review : 14th December 2021			
Groups at Risk :			Employees ✓			Overall Risk Rating :  Medium			
			Building Occupants/Staff ✓						
			Contractors ✓						
			Members of the Public ✓						
No	Hazard	Existing Risk Control			Control Measures	Additional Controls Required	Residual Risk Rating		
		S	L	RR			S	L	RR
1	Transmission and Spread of Covid -19	6	4	24	Anyone that is showing signs of Covid - 19 should not enter the premises/building and should return home and follow the government guidelines.	If the person is in the building then they should be isolated from other members of the public, given a face mask and moved to an empty room Council Chamber or Shaun Hadley if available and the relevant authorities informed.	6	2	12
	Face Coverings	3	3	9	Face coverings are to be worn when entering and for the duration of the groups activity. Notices informing hirers and public that face coverings are to be worn on these premises.	Face coverings should be worn within the Civic Hall when any functions are taking place, this includes Caretaking staff.	3	3	6
2	Sanitising stations	2	3	6	Hand Sanitiser stations in place and be used on entry to the buildings.	Caretaking staff to ensure that the hand sanitiser units are filled and ready for use.	2	2	4



No	Hazard	Existing Risk Control			Control Measures	Additional Controls Required	Residual Risk Rating		
		S	L	RR			S	L	RR
3	Main Hall	3	4	12	<p>Door handles, light switches, window catches, tables, chairs backs and arms.</p> <p>Windows should be open for ventilation if possible</p>	<p>All touch points which include light switches, door handles etc will be all cleaned by the Caretaker prior to any group/function taking place.</p> <p>The tables will be wiped down and stored away, same applies with the chairs.</p> <p>Hand Sanitiser station at each entrance to be used on entry to the building</p>	3	3	9
4	Tiered Seating	3	3	9	<p>Metal sides which are manually installed will require wiping down when installed and when removed before storing away</p>	<p>Wipe down all metal sides when seating is in the out position.</p>	2	3	6
5	Maximum users in the Main Hall	3	4	12	<p>The hall can now have the full capacity of users 218</p> <p>Booking system in place for the hall, any groups must have a booking/logging in procedure.</p> <p>Contractors to book in with the office when working in the Civic Hall.</p> <p>Staff to book in at the main office so we are aware of who is in the building</p>	<p>Tables and chairs can be used, hirer may still have some social distancing between tables and chairs</p> <p>Hirers to monitor how many persons entering the hall,</p>	2	3	6

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		Control					S	L	RR
		S	L	RR			S	L	RR
6	Meeting Rooms : Council Chamber	4	3	12	<p>All light switches, door handles, window handles, tables and chairs are cleaned by the caretaker prior to the hirer using the room.</p> <p>The Council Chamber could be used for smaller group.</p> <p>All table and chairs to be cleaned after use before being stored away.</p>	<p>Hirers to confirm how many persons will be using the rooms</p> <p>Tables and chairs may be used for any set up</p> <p>Caretaker to clean prior to any booking.</p> <p>Sanitiser and wipes to still be available for use to wipe down tables, chairs</p>	2	3	6
7	Shaun Hadley	4	3	12	<p>Tables and chairs may be set up with social distancing between tables and chairs if required</p> <p>Room cleaned before any booking taking place.</p> <p>If no bookings both rooms to be kept locked.</p>	<p>Tables and chairs cleaned prior to the room to be used.</p> <p>Caretaker to clean down all touch points</p>	2	3	6

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		Control					S	L	RR
		S	L	RR					
8	Kitchen	3	4	12	<p>All surfaces cleaned, all touch points cleaned.</p> <p>Hot water Drinks machine can be used but to be cleaned down after use.</p>	<p>Kitchen will be cleaned before any booking taking place.</p> <p>All touch points cleaned along with the floor.</p> <p>All cutlery and utencils should be accounted for before bookings take place and checked after bookings have left</p> <p>Washing of hands - sign to be displayed</p>	2	3	6
9	Toilets	3	3	9	<p>Toilets are for use when any bookings are in the hall</p> <p>Doors in corridor kept open for ventilation</p> <p>Toilets are cleaned before any bookings take place and are cleaned after the hirer has left</p>	<p>Signs displayed to explain how to wash hands correctly</p>	2	3	6

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		S	L	RR			S	L	RR
10	Ventilation	2	3	6	The main hall - doors and windows may be kept open to allow air to flow through for ventilation  Council Chamber and Shaun Hadley doors may be kept open.  Kitchen shutters to be left open.	Extractor ventilation in main hall to be switched on.	2	2	4
11	Emergency Procedures	4	4	16	Leave building by nearest exit.  Gather at assembly point as indicated on Emergency evacuation signs.  Use hand sanitiser on re-entry to building  Senior Person in building to assume control.	In a controlled manner by person in charge of the group.    Office staff require training to act as responsible fire wardens.	2	3	6
	Communication	3	3	9	Inform Employees what is happening and when groups will be using the facilities.  Inform Employees what task they should do,  Signage of how tasks to be carried out.	Areas can be cleaned prior to booking taking place  Instructions on what cleaning is to be done	2	3	6

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		S	L	RR					
13	First Aid	4	6	24	<p>All staff are first aid trained.</p> <p>Groups should have a designated first aider.</p> <p>PPE provided for first aiders.</p> <p>Wash hands before and after treatment.</p> <p>First Aid kit made available and staff aware of the location.</p>	<p>Check certificates are in date</p> <p>First aider should be identified to group</p> <p>Groups should have their own first aid kits.</p> <p>PPE kit which includes</p> <p>Disposable gloves, face mask, face shield</p> <p>Aprons, hand sanitiser.</p>	3	3	9
14	Contractors	3	3	9	<p>All contractors to supply a specific Covid 19 risk assessment</p> <p>Check Health and Safety standards are met and been checked</p> <p>Contractors to attend site if possible when there no bookings in the main hall</p>	<p>No work to commence until a risk assessment has been handed over to members of staff</p> <p>Contractors to work out of hours if there is a booking either in the hall or other meeting rooms.</p>	2	3	6

Risk Rating

Low	1 - 6
Medium	8 - 12
High	14 - 30