

Dronfield Town Council				Risk Assessment		Building			
Site : Gosforth Lodge, Cliffe Park Dronfield				Assessment No: 1		Initial Assessment : 22nd June 21 Date			
Task : Covid - 19				Original- Assessor : Ronnie Dick		Date of last Review : 14 December 2021			
Groups at Risk :				Employees		Overall Risk Rating : Medium			
				Building Occupants/Staff					
				Contractors					
				Members of the Public					
✓		✓		✓		✓			
No	Hazard	Existing Risk			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 the relevant authorities informed.	6	2	12
	Face Coverings	6	3	18	Face masks to be worn when entering the building and for the duration that the hirer has booked the room	Face masks to be worn as per government guidelines when indoors	3	3	9
2	Entrance Hall/Lobby.	4	4	16	Hand sanitising units installed for use by anyone entering Gosforth Lodge. Signage in place to inform users the measures that are in place when hiring the lodge, face coverings to be worn	Hand Sanitising units to be monitored and refilled when required. Signs to alert the general of procedures that are still in place. Face coverings Staff to wear face coverings when in close contact with the hiring groups.	3	3	9

No	Hazard	Existing Risk			Control Measures	Additional Controls Required	Residual Risk Rating		
		S	L	RR			S	L	RR
6	Toilets	4	4	16	<p>Toilets may be used by more than one person at a time</p> <p>Toilets are cleaned before any bookings take place and are closed and cleaned after bookings.</p> <p>Signage in each set of toilets.</p> <p>Ensure toilet lids are closed before flushing</p>	<p>No restriction on amount of users</p> <p>How to wash hands correctly.</p> <p>Toilets will be closed for cleaning.</p> <p>All touch points, handles, hand towel dispensers, soap, taps and sinks to be cleaned/wiped down.</p>	2	3	6
7	Ventilation	4	4	16	<p>Front doors to be kept open, any internal doors to be left open. Fire exit doors in hall to be kept open</p> <p>All windows open to help circulation around the hall.</p> <p>Kitchen shutters to be left in the up position.</p>	<p>Internal doors to be wedged open to allow air to circulate within the building</p> <p>Windows to be opened prior to booking arriving.</p>	3	3	9
8	Emergency Procedures	4	4	16	<p>Leave building by nearest exit.</p> <p>Gather at assembly point as indicated on Emergency evac signs.</p> <p>Maintain social distancing so far as possible</p> <p>Wash hands/Sanitise on reentry to building</p> <p>Senior Person in building to assume control.</p>	<p>In a controlled manner by person in charge of the group.</p> <p>Car Park next to Golf.</p> <p>Staff require to act as Fire Wardens, hand over to Emergency Services.</p>	2	3	6

No	Hazard	Existing Risk			Control Measures	Additional Controls Required	Residual Risk Rating		
		S	L	RR			S	L	RR
11	First Aid	4	4	16	<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>Staff will have PPE kit which includes</p> <p>Disposible gloves, face mask, face sheild</p> <p>Aprons, hand sanitiser.</p>	2	3	6
12	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 out of hours.</p>	<p>No work to commence until a risk assessment has been handed over to members of staff.</p> <p>Contarctors to work out of hours if there is a booking either in the hall or other meeting rooms.</p> <p>Contractors to have there own PPE kit.</p>	2	3	6

Risk Rating

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