

Dronfield Town Council				Risk Assessment				Building			
Site: Civic Hall, Civic Centre Dronfield				Assessment No: 1				Initial Assessment Date : 19th July 20			
Task : Covid - 19 Reopening of Council Buildings				Original- Assessor : Ronnie Dick				Ammendment Date : Date of Next Review : One Month			
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 moved to the Shaun Hadley room and inform the relevant authorities of the situation.	6	2	12		
2	Entrance Hall/Lobby/Corridors	5	5	25	Hand sanitising units installed for members of the general public to use when entering the Civic Hall. Signage in place to inform Users the measures that are in place when visiting the Civic Hall. These areas are possible pinch points, marking out 2m spacing at the entrance way outside the building, also 2m markings in the hallway. A one way system in place.	Hand Sanitising units to be monitored and refilled when required. 2m markings and signs to alert the general public of the Social Distancing measures that are still in place. Entry to the Civic Hall will be through the main door and exit will be out the Fire door next to the stage.	3	3	9		

No	Hazard	Existing Risk			Control Measures	Additional Controls Required	Residual Risk Rating		
		Control					S	L	RR
		S	L	RR					
3	Main Hall	4	5	20	<p>Door handles, light switches, window catches, tables, chairs backs and arms.</p> <p>Signage displayed to inform users of any measures that are in place. Entry,Exit signs.</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 used on entry to the building</p>	3	3	9
4	Tired Seating	6	6	36	<p>The Virus may remain on fabric, this cannot be easily cleaned</p> <p>Frequent cleaning will damage the fabric, metal sides which are manually installed would require cleaning when installed and also when removing. The sides of the seating would also require cleaning frequently.</p>	<p>Not in use, waiting on further guidelines.</p>	4	6	24
5	Maximum users in the Main Hall	6	4	24	<p>Using the current guidelines there is a maximum amount of persons that is allowed in the hall at any one time.</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>Seating with tables = 15</p> <p>Seating chairs only at 2m spacing = 20</p> <p>Entry and exit and one way system in place</p> <p>Hirers to monitor how many persons entering the hall, assist with keeping to the social distancing.</p> <p>Details of each individual must be taken for the Track and Trace system</p>	3	4	12

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		S	L	RR					
6	Meeting Rooms : Council Chamber	4	4	16	<p>Social distancing is more difficult in smaller areas.</p> <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>If the main hall not in use, the Council Chamber could be used for a smaller group.</p> <p>Carpet Floor</p> <p>All table and chairs to be cleaned after use before being stored away.</p>	<p>Council Chamber - 4 people with tables.</p> <p>Groups should be aware of the amount of members allowed in any room before they hire the rooms.</p> <p>Caretaker to clean prior to any booking.</p> <p>Room not to be hired out for any keep fit type of fitness, also not to be hired out to Baby and toddler groups.</p> <p>If a group is using the room for a meeting during the day, they should be encouraged to wipe down the tables during there booking.</p>	2	3	6
7	Shaun Hadley	4	4	16	<p>This room is to be used as an Isolation area if any member of a group falls ill with any symptoms.</p> <p>Tables and chairs removed so the room can be used as isolation area.</p> <p>Room cleaned .</p> <p>If no bookings both rooms to be kept locked.</p>	<p>First aid kit available, if the room has been used then a dep clean of the room will be required, PPE coveralls, gloves etc to be available for the staff.</p> <p>if room is to be used then only 2 persons with 2 tables allowed</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

No	Hazard	Existing Risk Control			Control Measures	Additional Controls Required	Residual Risk Rating		
		S	L	RR			S	L	RR
		8	Kitchen	5			5	25	<p>All surfaces cleaned, all touch points cleaned.</p> <p>All cupboards to be kept locked.</p> <p>Any group booking the kitchen are encouraged to provide their own food and not to use the kitchen for preparing food.</p> <p>Hot water Drinks machine can be used but to be cleaned down after use.</p> <p>Groups encouraged to bring there own cutlery if required.</p> <p>Only 1 person in kitchen at a time.</p> <p>Clear signage posted.</p>
9	Toilets	4	4	16	<p>Toilets are single use.</p> <p>Ventilation on and doors in corridor kept open.</p> <p>Toilets are cleaned before any bookings take place and are closed and cleaned every 2 hours by Caretakers.</p> <p>Signage in each set of toilets.</p> <p>Ensure toilet lids are closed before flushing</p>	<p>Signs displayed to explain how many users allowed in toilets.</p> <p>How to wash hands correctly.</p> <p>Toilets will be closed for cleaning.</p>	2	3	6

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		S	L	RR					
10	Ventilation	4	4	16	The main hall - front doors to be kept open, any internal doors to be left open. Fire exit doors next to stage and on opposite side to be left open. Council Chamber and Shaun Hadley doors to be kept open. All windows open to help circulation around the hall and rooms. Kitchen shutters to be left open.	Extractor ventilation in main hall to be switched on.	3	3	9
11	Emergency Procedures	4	4	16	Leave building by nearest exit. Gather at assembly point as indicated on Emergency evac signs. Maintain social distancing so far as possible Wash hands on reentry 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
12	Communication	4	4	16	Inform Employees what is happening and when groups will be using the facilities. Inform Employees what task they should do, Singage of how tasks to be carried out. Visible markings for social distancing.	Areas can be cleaned prior to booking taking place Instructions on how cleaning is to be done  Areas to be marked out.	2	3	6

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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>Staff will have 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 out of hours.</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> <p>Contractors to have their own PPE kit.</p>	2	3	6

Risk Rating

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