

Dronfield Town Council				Risk Assessment		Building			
Site : Gosforth Lodge, Cliffe Park 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			
				Building Occupants/Staff		Rating :			
				Contractors		Medium			
				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
2	Entrance Hall/Lobby.	5	5	25	Hand sanitising units installed for use by anyone entering Gosforth Lodge. Signage in place to inform Users the measures that that are in place when visiting the lodge  Pinch points are at the entrance to the lodge, 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 Gosforth lodge will be through main door and exit will be out the Fire door located in the main hall.	3	3	9



No	Hazard	Existing Risk			Control Measures	Additional Controls Required	Residual Risk Rating		
		Control					S	L	RR
		S	L	RR			S	L	RR
	Toilets	4	4	16	<p>Toilets are single use.</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> <p>All touch points, handles, hand towel dispensers, soap, taps and sinks to be cleaned/wiped down.</p>	2	3	6
	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, this is also the exit out of the building.</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.</p> <p>Windows to be opened prior to booking arriving.</p>	3	3	9
	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		
		Control					S	L	RR
		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>Staff will have PPE kit which includes 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 there own PPE kit.</p>	2	3	6

Risk Rating

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