	Dronfield Town Council				Risk Assessment	Building				
	Site : Gosforth Lodge, Cliffe I	Park			Assessment No: 1	Initial Assessment Date : 19th July 20				
Task: Covid - 19 Reopening of Council Buildings					Origional- Assessor: Ronnie Dick	Ammendment Date : Date of Next Review : one month				
	Groups at Risk :				Employees \checkmark Building Occupants/Staff \checkmark	Overall Risk Rating:				
	Groups at Kisk .				Contractors \checkmark Members of the Public \checkmark	Medium				
No				Control Measures	Additional Controls Required Risk Rai					
1	. Transmission and Spread of Covid -19	6	4		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 6 2 should be isolated from other members of the public, given a face mask and the relevant authorities informed.	12			
2	Entrance Hall/Lobby.	5	5		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.	9			

No	Hazard		ting R Contro		Control Measures	Additional Controls Required	Risio Risk S	Rati	ng RR
3	Gosforth Lodge Main Hall	4	5	20	in place. Entry, Exit signs.	All touch points which include light switches, door handles etc will be cleaned by the Caretaker prior to any group/function taking place. The tables will be wiped down and stored away, same applies with the chairs.	3	3	9
4	Main Hall Users	4	4	16	a time.	Maximum of 10 users with tables spread out to maintain the 2m social distancing. Maximum of 14 persons allowed if only using chairs at a 2m distance between.	3	2	6
5	Kitchen	5	5		down after use. Groups encouraged to bring there own cutlery if required. Only 1 person in kitchen at a time.	Kitchen will be cleaned before any booking taking place. All touch points cleaned along with the floor. All cutlery and utencils to be removed. All crockery to be locked away. Washing hands, social distancing.	3	4	12

			Exis	isting Risk		Risio	lual		
No	Hazard	Hazard Control Control Measures	Additional Controls Required		Risk Rating				
		S	L	RR			S	L	RR
	Toilets	4	ļ	4 16	Toilets are single use. Toilets are cleaned before any bookings take place and are closed and cleaned every 2 hours by Caretakers. Signage in each set of toilets. Ensure toilet lids are closed before flushing	Signs displayed to explain how many users allowed in toilets. How to wash hands correctly. Toilets will be closed for cleaning. All touch points, handles, hand towel dispensers, soap, taps and sinks to be cleaned/wiped down.	2	3	6
	Ventilation	4	ļ	4 16	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.	Internal doors to be wedged open.	3	3	9
					All windows open to help circulation around the hall.	Windows to be opened prior to booking arriving.			
		<u> </u>	+		Kitchen shutters to be left in the up position.			_	
	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/Sanitise on reentry to building	In a controlled manner by person in charge of the group. Car Park next to Golf.	2	3	6
					Senior Person in building to assume control.	Staff require to act as Fire Wardens, hand over to Emegerncy Services.			

No	Hazard		ting I		Control Measures	Additional Controls Required	Risio Risk		ng
		s	L	RR			s	L	RR
10	Emergency Procedures	4	4		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
11	Communication	4	4		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
12									

		Control S L RI	Existing Risk			Existing Risk					Risio	dual	
No			Contr	ol RR	Control Measures	Additional Controls Required	Risk S	Rat	ing RR				
133	First Aid		. 6	5 24	Groups should have a designated first aider. PPE provided for first aiders. Wash hands before and after treatment.	Check certificates are in date First aider should be identified to group Groups should have their own first aid kits. Staff will have PPE kit which includes Disposible gloves, face mask, face sheild Aprons, hand sanitiser.	3						
14	Contractors	3	3		Check Health and Safety standards are met and been checked Contractors to attend site if possible out of hours.	No work to commence until a risk assessment has been handed over to members of staff. Contarctors to work out of hours if there is a booking either in the hall or other meeting rooms. Contractors to have there own PPE kit.	2	3	3 6				

Risk Rating

