

RISK ASSESSMENT FOR THE USERS, STAFF AND VISITORS INCLUDING CONTRACTORS AT FARNSFIELD VILLAGE CENTRE

This risk assessment updated on 14 July 2020 by Cllr. Johnson (Acting Clerk) and Cllr. Strawson is for all Village Centre users, staff and visitors including contractors. The risk assessment is a working document and will be updated as actions are completed or if additional risks are identified. Anyone can ask for risks to be added to the risk assessment by contacting a councillor. This risk assessment was initially completed by Cllr. Johnson, Tracey Kelly (Booking Clerk & Cleaner) and Robin Sprigg (Caretaker) on 29 April 2019 and was updated in July 2019. We looked at the accident record, walked around the building and took advice from <http://www.hse.gov.uk>. Many risks apply to all users, staff, councillors and contractors and others to specific groups or roles. The first part of this risk assessment is in response to the Coronavirus Epidemic.

Staff are referred to our Health and Safety policies and given training in fire safety, manual handling, working at height and if appropriate CosHH as part of induction.

Staff, users and visitors are referred to our Fire Policy our Emergency Evacuation Plan and our Hire Conditions.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVID-19 related risks identified						
No authority to open the VC	Council due to litigation or not being covered on insurance	Checking ongoing government advice	Ensure that up to date advice is followed	Clerk	Ongoing	
Inadequate Insurance cover	Council, financial loss, users due to not having cover	Insurers informed of closure	Let the insurers know when we re-open.	Clerk	31/08/20	
Risk of catching or transmitting Covid-19	Users, contractors, volunteers and staff	Hand sanitisers available. Hand soap and paper towels available in toilets.	Provide wall mounted hand sanitisers at VC entrance doors for use prior to entering.	Clerk / Caretaker	22/08/20	
		Not more than one person at a time to be in the VC office unless necessary. Avoid working face to face.	Consider the feasibility of providing face masks and disposable gloves for users.	Clerk/Council .	22/08/20	
		Access to the office is limited to those with the door code who have been requested to clean office equipment and touch surfaces after and before use with the disposable ant-bac wipes provided.	The entrance foyer to be marked out with 2 metre intervals to adhere to social distancing.	Caretaker	22/08/20	
			Mark halls out with 2m distancing intervals to adhere to social distancing.	Caretaker	22/08/20	
			Contact details of everyone entering the VC to be recorded for track and trace. Update booking conditions and organise a procedure.	Booking Clerk	22/08/20	
			Add contact details to the visitor sign-in book.	Booking Clerk	28/07/20	

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			Appropriate notices to be displayed: Use hand sanitiser Wash hands Observe social distancing	Clerk	15.08.20	
Risk of catching or spreading Covid19	Village Centre users	Hand sanitisers available. Hand soap and paper towels available in toilets	Amend booking conditions for Covid-19 Consider a one- way system of entry and exit?	Booking Clerk	15.08.20	
Events/Hires	All users, staff, contractors and the public	Hand sanitisers available. Hand soap and paper towels available.	Consider asking users to lock the doors during hires to avoid ad hoc access. Consider different a one way system with different entry and exit points. Alter booking conditions as follows <ul style="list-style-type: none"> • Smaller group sizes to adhere to social distancing • Ensure all doors including fire exits doors are kept open to allow flow of fresh air into rooms during occupation. • If tables and chairs are used, anti-bac wipes to be available for users to clean before and after use. Notices to be purchased and displayed: Use hand sanitiser Wash hands Observe social distancing	Councillors Booking Clerk Clerk	28.07.20 15.08.20	
Social Distancing not observed if people gather outside main entrance doors	All users, staff, contractors and the public		Consider <ul style="list-style-type: none"> • Marking out of 2m intervals along pavement? • Ask attendees to arrive at staggered times • Sign saying no congregating • Sign to say entry into VC only one at a time 	Councillors	28.07.20	

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Parking outside Village Centre	General Public		Consider feasibility of cordoning off areas in front of VC entrances to stop parking there in order to avoid congregation?	Councillors	28.07.20	
Halls and Attic surfaces that could be contaminated	All users, staff, contractors and the public		Update booking conditions - users of the VC to wipe down all surfaces after they finish using the rooms.	Booking Clerk	15.08.20	
			Provision of extra waste bins for paper towels?	Clerk	15.08.20	
Kitchens	All users, staff, contractors	Kitchens to remain closed for the foreseeable future, appropriate signage to be put in place.	Consider fitting locks to the kitchens or will signage and instruction to users be enough?	Councillors	28.07.20	
			Give advice to bring own drinks	Booking Clerk	15.08.20	
Toilets	All users, staff, contractors	Automatic hand driers have been disconnected. Paper towels and soap provided	Only one person in the toilets at any time. Consider installing a lock on inside of the main door or locking off individual toilets	Councillors	28.07.20	
			Notice encouraging 20 second hand washing.	Clerk	15.08.20	
Boiler rooms and store cupboards	All users, staff, contractors	Hand sanitisers available. Hand soap and paper towels available.	Inform users - One person at a time only. Surface to be cleaned after use.	Booking Clerk	15.08.20	
stage	All users, staff, contractors		Consider closing the stage area except for emergency and essential access due to difficulties in sanitising?	Councillors	28.07.20	
Risks identified which are not COVID-19 related						
Slips and Trips	Anyone can be injured if they trip over objects or slip on spillages	Hire agreement includes request for users and visitors to clear up spillages immediately, equipment is available and follow good housekeeping practice. Staff & users are aware of the risks of trailing cables and general good housekeeping.	Remind staff and users of the risks of trailing cables and general good housekeeping and included in the booking conditions.	Booking Clerk/Clerk	15-08-20	

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Fire	Anyone is at risk of injury in the event of a fire.	Fire risk assessment completed in August 2018. Recommendations completed. Emergency plan for evacuation is included with hire agreement.	FRA due 2020 Remaining issue is how to make sure those in charge of a group are "trained". Full instructions are included in the emergency plan issued with booking agreement but no training is given. Update Fire Policy to reflect.	Clerk Booking Clerk/Clerk	TBD TBD	
Electrical	Anyone is potentially at risk in the event of an electrical fault	PAT testing is completed periodically on Council owned equipment. Faulty equipment, including cables, is promptly reported and removed. A full electrical survey was completed in 2019 and certification on file. Scheduled for action annually.	Consider if users own equipment must have PAT testing and if so include this in hire agreement.	Clerk/ F&P	TBD	
Little used water outlets	Anyone is at risk of infection from little used water outlets if not managed properly.	Regular flushing of taps and biannual testing by the caretaker.	Reschedule the twice-yearly checks and flushing of the water tank at the pavilion as put on hold. Contractor has been AKVO. Last done Sept 19.	Clerk	Before Reopening	
Oil filled radiators	Children are especially at risk if the oil filled radiators are left out as they have sharp edges.	The heaters should be a backup for if the main heating is faulty and should usually be kept in storage. If possible they should be given time to cool down and put away after use.	Remind the users of this.	Booking clerk	Before reopening	
Using equipment without adequate training, e.g. ladders	Anyone is at risk if they use equipment when they are not trained. Ladders can be particularly risky.	Users are only allowed to use equipment specifically designated for their use such as kitchen equipment, tables and chairs and heaters and are not allowed to use the VC ladders. This is included in the booking conditions				Done

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Correct Fire Standards on upholstery	Anyone is at risk from fumes or fire if upholstery catches fire.		Replace the upper hall chairs or the back and seat pads if cost effective.	F&P	TBD	
Risk to all Staff						
Manual handling such as lifting equipment or paper	Staff risk injuries from handling heavy or bulky objects	Staff are asked to take care when lifting and are not expected to move heavy equipment. Use top shelves for light objects only. Ensure manual handling for the caretaking and cleaning staff every periodically.	Ensure manual handling for the caretaking and cleaning staff every periodically.	Staffing Committee / Clerk	TBD	
Working at height	Falls from any height can cause injury	Staff have working at height training at induction if required. No-one should work at height without training.				
Lone working	Risk of injury or ill health while alone. Security risks.	Mobile phones are provided for emergency contact and security.				Done
Stress	All staff can be affected by the pressures of workload and by the demands of different stakeholders. Insufficient training can add to pressures.	Staff can talk to any councillor who can raise with the Staffing Committee. Health & Safety policies and HR policies, including grievance, disciplinary, dignity at work and equal opportunities. are in place. Staff have up to date job descriptions.	Make sure that staff understand their duties and responsibilities and that staff priorities are properly set. Ensure staff training plans, reviews and appraisals with clear objectives are in place.	Clerk/ Staffing Committee	TBD	
Clerk & booking Clerk specific duties in addition to those above						
Strain caused by use of computers	Staff are at risk if there is prolonged use of computers.	Staff using computers are part-time and work should be spread over a month so there should be no prolonged use.	Remind staff to take breaks from computer and plan their work	Staffing Committee / Clerk	TBD	
Cleaner & caretaker specific duties in addition to those above						

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Buffer used to clean hard floors in the lower and upper halls	Cleaner and caretaker are at risk if they try to lift the buffer.	A buffer is provided on each floor. Buffers not to be used if faulty. Staff have received instruction in the use of the buffer.	Review of manual handling advice for caretaking and cleaning staff	Clerk/ Staffing Committee	TBD	
Risks from the misuse and storage of cleaning products include skin or eye irritation and additional risks in the event of a fire if products are not stored correctly.	Caretaking and cleaning staff	CoSHH training provided for caretaking and cleaning staff. Products are used in accordance with safety data sheets. Brushes, disposable mops and protective gloves are provided and used. Rubber gloves are washed after use and stored in a clean dry place or disposable gloves are used. Staff are trained in how to safely use and store cleaning products and to never transfer them to an unmarked container (CosHH).	Review of CoSHH training provided for caretaking and cleaning staff.	Staffing Committee / Clerk	TBD	