



Brookfield Hall Risk Assessment for Covid-19

Date of Risk Assessment / Review:

March 2021 / To be reviewed regularly in line with changes of government procedures.

Completed by:

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What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> • Council • Visitors • Contractors • Hirers • Public • Others <p>Consequences</p> <ul style="list-style-type: none"> • Coronavirus • Respiratory distress • Death 	<ul style="list-style-type: none"> • Official government guidelines and recommendations are followed, and all relevant persons are briefed on the latest updates. • Correct PPE is worn in line with the above guidance and the work we conduct. • Hand sanitiser and hand washing facilities are provided, and anyone attending the premises encouraged to use these facilities regularly. • Signs are installed throughout the premises to remind people wash their hands and social distance. • Good hygiene practices are followed with increased cleaning conducted on all touch points and welfare facilities. • Persons with any symptoms are immediately sent home to self-isolate. • Physical interaction between Council Members is kept to a minimum, instead using remote communication methods where possible. • The 2m social distancing rule is adhered to if not possible then 1m with additional controls. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Persons regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitising facilities are being provided and monitored for replenishment as required.</i></p>	Town Council	Ongoing	Medium



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Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> • Council • Visitors • Contractors • Hirers • Public • Others <p>Consequences</p> <ul style="list-style-type: none"> • Coronavirus • Respiratory distress • Death 	<ul style="list-style-type: none"> • If council members are required to attend the premises, this will be kept to minimum levels necessary. • If a face-to-face meeting is unavoidable, only essential attendees will be in the meeting, it will take place in a well-ventilated area, and no hand-shaking or other physical contact is permitted. Attendees will remain at least 2m apart where possible. • Pens, notebooks etc. must not be shared, whether between council members or with visitors. • Only essential visitors will be authorised to enter the premises (for example essential maintenance or cleaners). • Arrival and departure times will be staggered where possible, and gaps left between sessions where possible to allow people to disperse and cleaning to take place. • Hand sanitiser will be provided at the entrance to the premises. • The layout of the premises will be reviewed to ensure social distancing can be met. This may involve putting a one way system in if required. • Ventilation of the premises will be maximised, opening windows and doors where required. • Toilets will remain in use but with 'one in, one out' usage. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Persons regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitising facilities are being provided and monitored for replenishment as required.</i></p>	Town Council	Ongoing	Medium



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Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> • Council • Visitors • Contractors • Hirers • Public • Others <p>Consequences</p> <ul style="list-style-type: none"> • Coronavirus • Respiratory distress • Death 	<ul style="list-style-type: none"> • Face coverings must be worn within the premises, unless exempted under government guidelines. • Hirers of the venue must conduct their own risk assessment for their activity. • The key will be sanitised regularly. • Hirers of the venue must conduct track & trace, ensure social distancing, request no persons displaying symptoms attend and follow any government and/or industry guidance for their activity. • Hirers of the venue must sign and adhere to the specific Covid booking t&c's. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Persons regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitising facilities are being provided and monitored for replenishment as required.</i></p>	Town Council	Ongoing	Medium

Useful links to help stay up to date with Covid-19 procedures and government guidance.

UK Government Covid-19 Website
<https://www.gov.uk/coronavirus>

The Health and Safety Executive Covid-19 Website
<https://www.hse.gov.uk/news/coronavirus.htm>

The World Health Organisation Covid-19 Website
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The National Health Service Covid-19 Website
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

