

Matlock Town Council Covid-19 Risk Assessment for The Imperial Rooms (Re-Opening to the public)

Area	Risk	People Exposed	Controls Required	Risk Rating	Further Controls Required
Social Distancing and Interactions	No legal limits in place. Lack of ventilation is a concern.	Public Staff Councillors	Room capacities being kept below usual levels.	Low	Review depending on new guidance and case rates.
Nature of Group	Some groups e.g. people aged 70 and over, are more vulnerable to Covid than others. Some activities undertaken could be more hazardous than others e.g. choirs, indoor exercise, performances. (expelling air).	Public	- Many people attending the rooms will be fully vaccinated against Covid-19. <i>Covid Secure Terms and Conditions</i> require that the booking organiser consider the make-up of the group when planning activities and take particular consideration of vulnerable people. - All booking organisers must complete a Covid-19 risk assessment for their bookings.	Medium	Review if Government advice changes.
Ventilation	Fresh air reduces the risk of transmission.	Public	Windows and doors will be kept open as much as possible to increase the amount of ventilation.	Medium	
Face Coverings	No longer required	Public Staff Councillors	Face coverings can be worn at the discretion of people entering the building.	Low	
Reception	Staff member working in reception could be exposed to	Staff	Door to reception office should remain partially	Low	

	more risk due to volume of people coming.		closed to prevent public. entering the room • Empower staff member to ask people politely to stand back if they are too close. • Entrance door to foyer to remain open where possible when groups are in, to allow for the flow of fresh air. • The Imperial Rooms door will be locked (people can ring the doorbell to be admitted) unless there is a group inside.		
Cleaning	Additional cleaning is required to ensure spaces are clean. Provision of hand sanitiser is recommended on entry	Public Staff Councillors	• When building is open, increase frequency of cleaning in the following areas: Toilets Kitchens • Wall mounted hand sanitiser in place in reception with signage. • Cleaning record sheets have been updated and caretakers briefed on their contents.	Low	Closely monitor cleaning stock supplies-ongoing.
Toilets	Potential for people to be in close proximity to each other (in the ladies and gents)	Public Staff Councillors	• Display signage saying "Only one Person Permitted"	Low	

	Risk of infection		• External doors to toilets to be kept open to minimise touching of handles. • Signs related to handwashing on display. • Cleaning frequency increased (see above)		
Kitchens	Frequently touched areas, risk of cross contamination, small space	Public Staff Councillors	• Handwashing signs on display. • Cleaning frequency increased (see above). • Signage relating to maximum capacity in place. • Signage in place to discourage people from touching items in cupboards that they are not going to use. • Tea towels have been removed and all washing up and drying of hands should be done using disposable hand towels.	Low	
Caretaking Staff	Caretakers are in close contact with all room users when moving furniture and are touching lots of items that many people touch Caretaking Team under taking additional cleaning	Staff	• Caretakers fully briefed on Covid Secure information • Movement of furniture will take place when rooms are empty if at all possible- cross over times have been increased to help with this. • Caretakers are provided with face coverings should they wish to wear them.	Low	Ensure there are plentiful supplies of gloves and cleaning materials- Ongoing. Also see Covid-19 Secure report for more details on staffing measures.

Person becoming ill with symptoms of Covid	Person developing symptoms of Covid while at the Imperial Rooms.	Staff Public	• Posters on display on the front door asking people not to enter if they have symptoms. • Area at the rear of the Derwent Hall allocated as a space that can be used. • Deep clean procedure in place (and caretakers briefed) should an outbreak occur, which includes closure of the Rooms.	Low	
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Risk assessment carried out: 28.05.20

Carried out by: Kim Launert, Manager

Reviewed 15.06.20
 Reviewed 19.06.20
 Reviewed 24.06.20
 Reviewed 26.06.20
 Reviewed 15.07.20
 Reviewed 28.07.20
 Reviewed 03.08.20
 Reviewed 14.08.20
 Reviewed 11.09.20
 Reviewed 16.09.20
 Reviewed 23.09.20
 Reviewed 22.10.20
 Reviewed 30.10.20
 Reviewed 23.03.21
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