



Re-opening Ceddesfeld Hall - Covid 19 – General Risk Assessment

All planning for the reopening of Ceddesfeld Hall is consistent with the core public health guidance regarding health, hygiene and social distancing

Safe workplace guidance is followed in order to ensure a safe return to work for employees and volunteer workers

The Trustees agree that strict adherence to social distancing of 2m is viable for some areas and the people capacity limits will follow this ruling where possible. In corridors and pinch points the 1m + rule with mitigation measures will be followed

From **September 14th 2020**, Government advice states that people must not mix in groups of more than 6 (including bubbles and family groups) and social distancing must be in place in any location, indoors or outside.

People or area at Risk	Hazard/Risk identified Catching COVID-19 Narrow/steep back staircase	Actions to take to control risk	Further Mitigation Actions	Who needs to carry out the action? By when?	Done
People: Users (affiliated groups, sections, members & visitors) Regular room hirers e.g. Weight Watchers Occasional hirers e.g. Children's party Volunteer workers – bar staff, care takers, event organisers Cleaning staff	Certain groups of people are at risk of severe disease from Corona virus (COVID 19) including all people over 70 years of age All people could be exposed via contact with an infected surface e.g. chair/table, wall switch, door handle, banister rail or object/utensil All people at risk if social distancing measures are not being followed Risk of coming too close to someone in a pinch zone area	Users/volunteer helpers/visitors who are in such groups are advised to stay at home as much as possible, and if they go out take particular care to minimise contact with others outside of their household. Deep clean of all rooms/areas before opening – Contracted company Very regular daily/weekly cleans thereafter - Contracted company A temporary record of all visitors will be taken and held for 21 days to assist with the track and trace. A group /section leader must collect a list of names which	Prior to Opening: All 'Safe to Return' conditions – This risk assessment placed on SCA website Safety advice and recommendations sent via email to section/group leaders (to be cascaded to all group members), individual members, and volunteer helpers prior to opening 'Conditions of Room Hire' updated to include Covid-19 restrictions. Details of these restrictions can be found on the SCA website will be	All actions to be carried out prior to agreed reopening date Risk assessment agreed by Trustees Preparation of rooms and areas to be completed by: Tony Guest Sarah Guest	Initials Date

<p>Contractors</p> <p>Delivery personnel</p>		<p>must be made available to a nominated person (Trustee plus reserve)</p> <p>Prominent posters to be placed in entry: Advising not to enter if any symptoms of COVID 19 Advising that:</p> <ol style="list-style-type: none"> 1) A record of their attendance will be temporarily recorded and held confidentially for 21 days to assist the NHS track and trace 2) Social distancing must be observed 3) Groups up to 2 households (including support bubbles) can sit at the same table 4) Room capacity must be observed 5) A one way system should be followed <p>Posters should also be displayed prominently in main areas including Foyer and Main Hall:</p> <ul style="list-style-type: none"> - Covid-19 prevention - Advice on symptoms and resulting actions - Handwashing & hygiene - Social Distancing <p>Separate entrance and exit system to assist in a one-way flow through the building</p>	<p>sent to all section/group leaders and interested parties prior to any room hire and placed on the SCA website.</p> <p>Advise all section/group leaders of requirement to collect and pass on list of attendees names and contact details – electronically if possible</p> <p>Any contact details/info/data will be kept for 21 days</p> <p>Noise - Groups will be advised that steps should be taken to avoid people needing to raise their voice.</p> <p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently</p> <p>All user groups to be provided with a copy of this risk assessment and asked to produce their own risk assessment to be shared with SCA Trustees. This should include arrangements for the use and cleaning of any group equipment</p>	<p>Maggie Sinclair Jeff Sinclair</p> <p>PPE equipment, distancing tape, advice poster, floor markings etc to be secured by:</p> <p>Wendy Gill Sarah Guest Tony Guest Margaret Sinclair</p> <p>Lettings updated information to be completed by Wendy Gill</p>
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		<p>Person locking up to lock the exit (fire exit) and use the main door to exit</p> <p>All users/volunteers to be encouraged to wash hands regularly and/or use Hand sanitiser – hand sanitiser gel situated in every room/area</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties</p> <p>Social Distancing: 2m zones marked out on the floor and in and around main hall and meeting rooms – clear pathways marked</p> <p>All tables/chairs to be arranged in groups in a way that ensures a minimum of 2 metre distancing. All users to be advised not to move furniture around to ensure social distancing is maintained between tables, chairs</p> <p>Social distancing guidance to be observed by all users and user groups in arranging their activities</p> <p>Volunteer helpers in bar/kitchen advised to wear face mask and/or sneeze screen where they are concerned that social distancing cannot always be achieved. This is at the discretion to the wearer and is non mandatory.</p>	<p>All users and user groups should be advised that the preferred meeting payment method is payment through BACS/bank transfer. This is not possible for some groups. Meeting subs can be paid in the usual way, by cheque or cash, which should be collected/dropped into an envelope/bag and sealed before it is passed on to the lettings secretary.</p>		
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<p>All areas and rooms</p>	<p>Risk of contact with other users</p> <p>Contact with door handles, light switches, staircase handrails, lift mechanism</p> <p>Contact with table and chair surfaces</p>	<p>Separate entrance and exit system to assist in a one-way flow through the building</p> <p>Create one-way system and provide signage/direction arrows</p> <p>All tables/chairs to be arranged in groups in a way that ensures a minimum of 2 metre distancing. All users to be advised not to move furniture around to ensure social distancing is maintained between tables, chairs</p> <p>Arrange regular cleaning of all areas and rooms to be used by contracted cleaning staff</p> <p>Ensure all regular 'touch points' throughout the building are cleaned regularly</p> <p>In addition, all regular 'touch points' in the rooms/areas used by user groups to be cleaned before and after group use</p> <p>Each user group to identify a named person responsible for ensuring and documenting that this cleaning has been carried out</p> <p>Staff/volunteers provided with protective aprons and disposable gloves – contractors provide their own Cleaning materials/disposable cloths/towels, gloves and aprons made</p>	<p>Where feasible leave all doors, (including fire doors at east end of ground and first floor corridors) open, whenever the hall is in use, in order to reduce contact with door handles/finger plates</p> <p>Advise all user groups to open doors and windows to maximise air flow where feasible and appropriate</p>	<p>Contract cleaner</p>	
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		<p>available within every area</p> <p>Provide hand sanitiser in entrance foyer, landings and all rooms</p> <p>Provide additional waste bins, in entrance hall, each meeting room. Empty regularly Remove all reusable items from all rooms such e.g. beer mats</p> <p>Where a confirmed or suspected case of COVID 19 is known to have been in the building the areas used will be cleaned in accordance with the PHE Guidance COVID 19: cleaning in non-healthcare settings</p>	<p>Poster with details of PHE Guidance COVID 19: cleaning in non-healthcare settings to be displayed alongside cleaning equipment</p>		
<p>Area: Foyer, corridors, first floor landing, lift access area, lift, staircases</p>	<p>Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area.</p> <p>Contact with table and chair surfaces, banister rails etc</p> <p>Risk of trip/fall on narrow rear staircase – one way system directs public to go up this staircase rather than down</p>	<p>Identify possible ‘pinch points’ and advise on maximum capacity in these areas as detailed below:</p> <p>People capacity: Foyer – 2 people Downstairs corridors - 2 people Staircase – 3 people</p> <p>Upstairs landing/corridor 4 people Lift – 1 person (2 people if from same household or bubble)</p> <p>Mark out 2 metre spacing in entrance area</p> <p>Mark out 1m spacing in corridor</p>	<p>No Waiting’ signs in foyer</p> <p>Remove furniture/chairs/tables and promotional leafletsstand from foyer and corridors</p> <p>Where 2 metre distancing is not viable in narrow areas maintain 1 metre distance and advice users to mitigate risk by turning their back to people where possible</p> <p>Rear staircase – ‘Care Needed’ Poster to advise of steep/narrow structure</p>		

		<p>Create one-way system and provide signage with direction arrows</p> <p>People needing to access the lift from upstairs rooms will need to go against the direction on the one way system</p>	<p>Poster advising opposite direction of travel to lift users.</p>		
Main Hall	<p>Contact with door handles, light switches, Window/shutter catches, tables, chair backs and arms.</p> <p>Contact with projector screen and pole</p> <p>Social distancing to be observed</p>	<p>People capacity:</p> <p>6 pedestal tables</p> <p>Maximum up to 4 people per table from a maximum of 2 households</p> <p>Maximum 24 people</p> <p>Cleaning equipment available</p> <p>Clear one way system sign posted</p>	<p>Limit number of tables/chairs to maximum number (24)</p> <p>Use of washable plastic chairs only</p> <p>Provide hand sanitiser/cleaning materials</p> <p>Prepare marked zoned areas on floor</p> <p>Where possible open doors and windows to maximise air circulation</p>		
Lounge	<p>Contact with door handles, light switches, Window/shutter catches, tables, bar surface, chair backs and arms</p>	<p>People Capacity:</p> <p>3 pedestal tables</p> <p>Maximum up to 4 people per table from a maximum of 2 households</p> <p>Maximum 12 people</p> <p>Clear one-way system sign posted</p>	<p>Any unused furniture removed from room</p> <p>Keep doors open to all air flow</p> <p>Advice to sit side by side rather than opposite</p>		
Bar For use and operation of the bar facility see 'Bar Risk Assessment'	<p>The bar may open once all risk assessments are in place. This is at the discretion of the bar committee and through agreement with the Trustees</p>				
Kitchen	<p>Contact with door handles, light</p>	<p>People capacity:</p>	<p>Users advised to bring their own</p>		

	<p>switches, table top surfaces, equipment, utensils etc</p> <p>The kitchen will be open as access to the sink is required.</p> <p>Manage legionella risks when hot and cold water system is used after being idle</p>	<p>1 person at a time</p> <p>Advice to wash hands thoroughly and regularly</p> <p>Users advised not to prepare drinks/snacks</p> <p>All kitchen surfaces, sink, equipment and utensils to be cleaned by contracted cleaner</p> <p>All water taps to run for 5 minutes if the system has been idle</p>	<p>drinking container/biscuits/snack – Advised not to share</p> <p>Cleaning materials provided</p> <p>Safety advice posters prominently placed</p>		
<p>Oldham Room Swinhoe Room Chetwynd Room</p> <p>People capacity for each room: 6 people</p>	<p>Contact with door handles, light switches, table and chair surfaces etc</p> <p>Risk of person to person transmission of corona virus</p>	<p>People capacity for each room: 6 people</p> <p>Cleaning products and equipment to be made available</p> <p>Social distancing guidance to be observed by hirers in arranging their activities – floor marked out</p> <p>Hirers to be encouraged to wash hands regularly - Hand sanitiser available Clear one-way system signposted</p>	<p>Leave doors open where possible to minimise contact and increase airflow</p> <p>Users advised not to move furniture around</p> <p>Remove any unused furniture – 6 chairs/6 tables only</p> <p>Safety advice poster prominently situated</p>		
<p>Kell Room CLOSED</p>					
<p>Gents & Ladies/Disabled Toilets People capacity:</p>		<p>Outer and inner doors of Gents & Ladies kept open at all times</p> <p>Disabled toilet door kept open when not</p>	<p>All toilets cleaned each day of opening by contracted cleaner</p> <p>Safety advice posters prominently</p>		

<p>1 person at a time</p>		<p>in use</p> <p>One toilet only open in each area</p> <p>Urinals covered/out of use in male toilet</p> <p>Lights left on when building in use to avoid multiuser contact</p> <p>Engaged/vacant signage system set up</p> <p>Hand washing soap and paper towels to be made available</p> <p>Regular cleaning of all toilet areas</p> <p>All users requested to wipe/clean surfaces before and after use – paper cloths and plastic gloves available</p> <p>Hirers to be encouraged to wash hands. Hand sanitiser available</p> <p>Cleaning equipment available</p> <p>Clear one way system sign posted</p>	<p>situated</p> <p>On exit from Gents/ Ladies – right turn to the main staircase People using the lift will be directed to the left, against one way system</p> <p>On exit from disabled toilet – right turn (against one way flow) to lift</p>		
<p>Car park, paths. front entrance, side entrance, rear entrance</p>	<p>Social distancing is not observed as people congregate before entering premises</p> <p>Parking area is too congested to allow social distancing</p> <p>People drop tissues</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queuing to enter</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves</p>		

	Contamination from bins lids and handles	Groups/sections/members advised not to arrive too early – stagger arrival (5 minute intervals)	Keep front and side door open		
Storage Rooms Cellar Boiler room Attic Beer store	Social distancing more difficult Door handles and light switches Equipment needing to be moved not normally in use	All areas locked – Trustees have control of these areas Any person wishing to access the cellar or attic must gain permission from a Trustee – book date/time People Capacity – 2 people from the same household or support bubble Nominated Trustee to control access and handling of stored equipment People advised to wear disposable (one use) protective gloves	Rota for essential maintenance – cleaning of bar lines etc Named volunteers and set time for work to take place		
Lawns & Gardens	Risk of contact with other users if outdoor social distancing measures are not followed Contact with table and chair surfaces	Permission to use the lawns and gardens must be obtained from Sedgfield Town Council prior to any event/opening Tables/chairs well spaced on lawns Limit number of tables and chairs – e.g. seating for 30 people Advice posters prominently situated Social distancing guidance followed <ul style="list-style-type: none"> - Only 6 people from different households in any group - Do not sit facing one another – side by side if possible 	Outside area may used by user groups where possible and appropriate to reduce transmission risk Outdoor pedestal tables and chairs stored in the main hall Back doors kept open –hooked back Users advised to wipe down chairs/tables, before and after use Advice to keep noise to a minimum		

		- Distanced queuing system for entry to hall/access to toilets			
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Date: July 17th 2020

Names and titles of person/people responsible - Trustees: Chairman Wendy Gill, Sarah Guest, Tony Guest, Maggie Sinclair

Review details: This Risk assessment will be subject to regular review in accordance with Government/Public Health guidance