



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

From September 1st 2021 – Fully Open

Planning for the reopening of Ceddesfeld Hall is consistent with the core public health guidance regarding health, hygiene and social distancing and the lifting of restrictions, announced by the Government in April 2021.

Ceddesfeld Hall will re-open fully, for all sections and groups from Wednesday 1st September 2021. Due to the continuing high covid infection rates, the Trustees agree that a cautious and common-sense approach to mixing indoors is advised and recommended. The wearing of masks is encouraged, but not compulsory. Hand sanitizer is available in all rooms. The hall is cleaned daily.

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 - Sections Occasional hirers Volunteer workers – bar staff, care takers, event organisers	Certain groups of people remain at reduced risk of severe disease from Corona virus (COVID 19) including older and more vulnerable people and unvaccinated people. All people could be exposed via contact with an infected surface e.g. chair/table, wall switch, door handle, banister rail or object/utensil	Covid-19 vaccination programme rolled out to different age groups and those more vulnerable individuals - all eligible adults advised to have both jabs. There is an option to register with the mobile phone 'Track and Trace' App on entry. Deep clean of all rooms/areas before opening – Contracted company. Regular daily/weekly cleans thereafter - Contracted company. It is advised that group /section leader keep a record of all attendees, so that they can be contacted if necessary.	Prior to Opening: All 'Safe to Return' conditions – This risk assessment placed on SCA website. Safety advice and recommendations (this RA) 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	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: TG, SG, JS, MS, plus other Trustees/volunteers	Initials Date S.Guest 31 st August 2021

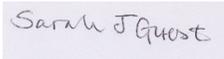
<p>Cleaning staff</p> <p>Contractors</p> <p>Delivery personnel</p>	<p>All people at risk if cautious and sensible social distancing measures are not being followed.</p>	<p>Prominent posters to be placed around the hall: Advising not to enter if any symptoms of COVID 19. Advising that:</p> <ol style="list-style-type: none"> 1) Wearing of face masks is advised. 2) A common-sense approach to distancing should be adhered to. 3) Advice on symptoms and resulting actions. <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>Volunteer helpers in bar/kitchen advised to wear a face mask and/or sneeze screen.</p>	<p>restrictions. Details of these restrictions can be found on the SCA website will be 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 make list of attendees' names and contact details.</p> <p>Staff/volunteers/users may need guidance as to general cleaning/tidying duties following an event.</p> <p>All user groups to be provided with a copy of this risk assessment.</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 letting's secretary.</p>	<p>PPE safety equipment, distancing tape, advice poster, floor markings etc to be secured by:</p> <p>Wendy Gill Sarah Guest Tony Guest Maggie Sinclair</p> <p>Lettings updated information to be completed by Wendy Gill</p>	
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<p>All areas and rooms</p>	<p>Risk of close 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>Room capacity limits (Normal)</p> <p>Main hall – 70</p> <p>Lounge – 35</p> <p>Swinhoe – 25</p> <p>Oldham – 30</p> <p>Chetwynd – 25</p> <p>Kell – 25</p> <p>Lift – 2 people – facemasks advised.</p> <p>Common-sense approach to contact/distancing -1m+ where possible</p> <p>All areas and rooms to be cleaned daily by contracted cleaning staff.</p> <p>Ensure all regular ‘touch points’ throughout the building are cleaned regularly.</p> <p>Rooms to be ventilated through fans/open windows and doors.</p> <p>Staff/volunteers provided with protective masks, aprons, and disposable gloves – to use if they wish.</p> <p>Provide hand sanitiser in entrance foyer, landing and all rooms.</p> <p>Provide additional waste bins, in entrance hall, each meeting room. Empty regularly</p> <p>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</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, to reduce contact with door handles/finger plates.</p> <p>Patrons of bar encouraged to sit in the lounge rather than the bar which has very limited space – signage on doors.</p> <p>Advise all user groups to open doors and windows to maximise air flow where feasible and appropriate.</p> <p>Use extractor fans in the main hall. Lounge and bar</p>	<p>Contract cleaner –</p> <p>Daily</p> <p>2 hours</p>	
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		be cleaned in accordance with the PHE Guidance COVID 19: cleaning in non-healthcare settings.			
Kitchen	<p>Contact with door handles, light switches, tabletop surfaces, equipment, utensils etc.</p> <p>Manage legionella risks when hot and cold-water system is used after being idle</p>	<p>People capacity: 4</p> <p>Advice to wash hands thoroughly and regularly.</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>If more than one group using the kitchen, a rota should be set up, and/or upstairs groups to use a kettle upstairs.</p>	<p>Users advised to bring their own drinking container/biscuits/snack – Advised not to share.</p> <p>Kettle available for use in the upstairs rooms (on request)</p> <p>Cleaning materials provided</p> <p>Safety advice posters prominently placed</p>		
Gents & Ladies/Disabled Toilets		<p>Outer and inner doors of Gents & Ladies kept open.</p> <p>Disabled toilet door kept open when not in use.</p> <p>Hand washing soap and paper towels to be made available.</p> <p>Regular cleaning of all toilet areas.</p> <p>Hirers to be encouraged to wash hands. Hand sanitiser available.</p>	<p>All toilets cleaned each day of opening by contracted cleaner</p> <p>Safety advice posters prominently situated</p>		

		Cleaning equipment available.			
Car park, paths, front entrance, side entrance, rear entrance	<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>Contamination from bins lids and handles</p>	<p>Common-sense approach to distancing</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>Groups/sections/members advised not to arrive too early – advised to stagger arrival.</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> <p>Keep front and side door open</p>		
Storage Rooms Cellar Boiler room Attic Beer store	<p>Social distancing more difficult</p> <p>Door handles and light switches</p> <p>Equipment needing to be moved</p>	<p>All areas locked – Trustees have control of these areas.</p> <p>Any person wishing to access the cellar or attic must gain permission from a Trustee – book date/time.</p> <p>Nominated Trustee to control access and handling of stored equipment.</p> <p>People advised to wear disposable (one use) protective gloves.</p>	<p>Rota for essential maintenance – cleaning of bar lines/stocking bar etc</p> <p>Named volunteers and set time for work to take place</p>		
Lawns & Gardens (STC)	<p>Risk of contact with other users if outdoor social distancing measures are not followed</p>	<p>Permission to use the lawns and gardens should be obtained from Sedgefield Town Council prior to any planned event or meeting.</p> <p>Tables/chairs well-spaced on lawns.</p>	<p>Outside area may be used by user groups where possible and appropriate to reduce transmission risk</p>		

	Contact with table and chair surfaces	Limit number of tables and chairs – E.g., seating for 30 people. Advice posters prominently situated.	Outdoor pedestal tables and chairs stored in the cellar – User to request use. Back doors kept open – hooked back. Advice to keep noise to a minimum.		
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Date: July 15th 2021 Signed: 

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