



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

From May 17th to June 21st 2021

All planning for the reopening of Ceddesfeld Hall is consistent with the core public health guidance regarding health, hygiene and social distancing and the 4-step roadmap, announced by the Government in February 2021.

Ceddesfeld Hall will re-open for Weight Watchers (Individual sessions) from Wednesday 14th April (Step 2) and to other sections and groups from May 17th 2021 (Step 3).

Safe workplace guidance is followed 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 May 17th (Step 3), Government states that a maximum 30 person limit indoors, with the 'rule of 6' (or two households) and social distancing must be in place. in any location, indoors or outside. The room capacity for safe distancing within Ceddesfeld Hall means that the limit in the main hall is 24 people and for rooms upstairs the limit is 12. The lounge will remain closed until June 21st at the earliest. People, within the groups must be socially distanced from one another and there must be no mixing between groups.

People within the 'rule of 6' grouping to be socially distanced:

- **Sit apart, side by side (rather than facing each other)**
- **Do not mix with another group of six**
- **Households/bubbles can sit together**

Face masks must be worn indoors.

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
<p>People: Users (affiliated groups, sections, members & visitors)</p> <p>Regular room hirers e.g. Weight Watchers</p> <p>Occasional hirers</p> <p>Volunteer workers – bar staff, care takers, event organisers</p> <p>Cleaning staff</p> <p>Contractors</p> <p>Delivery personnel</p>	<p>Certain groups of people are at risk of severe disease from Corona virus (COVID 19) including all people over 70 years of age.</p> <p>All people could be exposed via contact with an infected surface e.g. chair/table, wall switch, door handle, banister rail or object/utensil</p> <p>All people at risk if social distancing measures are not being followed</p> <p>Risk of coming too close to someone in a pinch zone area</p>	<p>Covid-19 vaccination programme rolled out to different age groups and those more vulnerable individuals</p> <p>All users to register with the mobile phone 'Track and Trace' App on entry.</p> <p>Deep clean of all rooms/areas before opening – Contracted company.</p> <p>Very regular daily/weekly cleans thereafter - Contracted company.</p> <p>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 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) Any group of 6 individuals, must sit in a socially distanced way, from each other. 	<p>Prior to Opening:</p> <p>All 'Safe to Return' conditions – This risk assessment placed on SCA website</p> <p>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</p> <p>'Conditions of Room Hire' updated to include Covid-19 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 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>All actions to be carried out prior to agreed reopening date</p> <p>Risk assessment agreed by Trustees</p> <p>Preparation of rooms and areas to be completed by:</p> <p>Tony Guest Sarah Guest 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 Maggie Sinclair</p>	<p>Initials Date</p>

		<p>3) Households/couples can sit together.</p> <p>4) Groups must not mix.</p> <p>5) Room capacity must be observed</p> <p>6) A one-way system must be adhered to</p> <p>7) Face masks must be worn</p> <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 - Wearing of face masks <p>Separate entrance and exit system to assist in a one-way flow through the building 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>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>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>	<p>Lettings updated information to be completed by Wendy Gill</p>	
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		<p>Social Distancing: 2m/1m+ 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 2 metre distancing. All users to be advised not to move furniture around to ensure social distancing is maintained between groups.</p> <p>Social distancing guidance must be observed by all users and user groups in arranging their activities.</p> <p>Volunteer helpers in bar/kitchen must wear a face mask and/or sneeze screen.</p>			
All areas and rooms	<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 and chairs.</p> <p>Arrange regular cleaning of all areas and rooms to be used by contracted cleaning staff.</p>		Contract cleaner	

		<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 available within every area.</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 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>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>Poster with details of PHE Guidance COVID 19: cleaning in non-healthcare settings to be displayed alongside cleaning equipment</p>		
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<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 individuals at a time Downstairs corridors - 2 people Staircase – 3 people</p> <p>Upstairs landing/corridor 4 people Lift – 1 person (2 people if from a household or bubble)</p> <p>Mark out 2 metre spacing in entrance area.</p> <p>Mark out 1m spacing in corridor.</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>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>Poster advising opposite direction of travel to lift users.</p>		
<p>Main Hall</p>	<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: 24 Maximum</p> <p>People within the ‘rule of 6’ grouping to be socially distanced:</p> <ul style="list-style-type: none"> • Sit apart, side by side (rather than facing each other) • Do not mix with another group of six 	<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>		

		<ul style="list-style-type: none"> • Households/bubbles/couples can sit together • No sharing of apparatus <p>Cleaning equipment available Clear one-way system sign posted.</p>	<p>Prepare marked zoned areas on floor</p> <p>Where possible open doors and windows to maximise air circulation</p>		
Lounge – Not until June 21st at the earliest.					
Bar – Not until 21st June at the earliest. 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>	<p>From May 17th until June 21st people may bring their own (non-alcoholic) drink and utensil onto the premises. All empties must be taken home.</p>			
Kitchen	<p>Contact with door handles, light 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>People capacity: 1 person at a time</p> <p>Advice to wash hands thoroughly and regularly.</p> <p>Users advised not to prepare drinks/snacks – users to bring their own drinks.</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>Users advised to bring their own 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: 12 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: 12</p> <p>People within the ‘rule of 6’ grouping to be socially distanced:</p> <ul style="list-style-type: none"> • Sit apart, side by side (rather than facing each other) • Do not mix with another group of six • Households/bubbles/couples can sit together • No sharing of apparatus <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</p> <p>Safety advice poster prominently situated</p>		
<p>Kell Room CLOSED</p>					
<p>Gents & Ladies/Disabled Toilets</p> <p>People capacity: 1 person at a time</p>		<p>Outer and inner doors of Gents & Ladies kept open.</p> <p>Disabled toilet door kept open when not in use.</p> <p>One toilet only open in each area.</p> <p>Urinals covered/out of use in male toilet.</p>	<p>All toilets cleaned each day of opening by contracted cleaner</p> <p>Safety advice posters prominently situated</p> <p>On exit from Gents/ Ladies – right turn to the main staircase</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>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>Contamination from bins lids and handles</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>Groups/sections/members advised not to arrive too early – stagger arrival (1 to 2 minute intervals).</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>		
<p>Storage Rooms Cellar</p>	<p>Social distancing more difficult</p>	<p>All areas locked – Trustees have control of these areas.</p>	<p>Rota for essential maintenance – cleaning of bar lines etc</p>		

<p>Boiler room Attic Beer store</p>	<p>Door handles and light switches Equipment needing to be moved not normally in use</p>	<p>Any person wishing to access the cellar or attic must gain permission from a Trustee – book date/time.</p> <p>People Capacity – 2 people.</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>Named volunteers and set time for work to take place</p>		
<p>Lawns & Gardens</p>	<p>Risk of contact with other users if outdoor social distancing measures are not followed</p> <p>Contact with table and chair surfaces</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>People capacity - 30</p> <p>Tables/chairs well-spaced on lawns.</p> <p>Limit number of tables and chairs – E.g., seating for 30 people.</p> <p>Advice posters prominently situated.</p> <p>Social distancing guidance followed</p> <ul style="list-style-type: none"> - Only 6 people or two households in any group - Do not sit facing one another – side by side if possible - Distanced queuing system for entry to hall/access to toilets 	<p>Outside area may be used by user groups where possible and appropriate to reduce transmission risk</p> <p>Outdoor pedestal tables and chairs stored in the main hall</p> <p>Back doors kept open –hooked back</p> <p>Users advised to wipe down chairs/tables, before and after use</p> <p>Advice to keep noise to a minimum</p>		

Date: May 2021

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