

King Edward Hall

COVID-19 Risk Assessment

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls
Spread of COVID-19 Coronavirus	<ul style="list-style-type: none"> • All 	<p>Special Additional Conditions of Hire</p> <ul style="list-style-type: none"> • Supplementary conditions of hire because of COVID are a mitigation of the Hall's risk in re-opening • All event organisers will be required to sign the additional conditions prior to their booking. 	<p>Hirers to provide a risk assessment for their activity. A sample risk assessment is available to hirers for reference upon request.</p>
Spread of COVID-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Volunteers • Visitors • Cleaners • Contractors • Delivery drivers • Vulnerable groups eg over 70's, pregnant women, those with underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance: • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying hands using disposable paper towels. • Hand sanitisers located in every room and corridors. 	<p>Employees and visitors to be reminded on a regular basis to wash hands for 20 seconds with soap and water and the importance of proper drying with paper towels. Signage in place to reinforce this message. See posters 'Help Keep This Hall COVID-19 Secure' and 'Catch it, Bin it, Kill it'.</p>

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<p>Spread of COVID-19 Coronavirus</p>	<ul style="list-style-type: none"> ● Staff ● Visitors ● Cleaners ● Contractors ● Delivery drivers ● Vulnerable groups eg over 70's, pregnant women, those with underlying health conditions 	<p>Cleaning</p> <p>Regular cleaning and disinfecting of objects and surfaces that are touched frequently, particularly in areas of high use such as door handles and light switches, chairs and tables and toilets using appropriate cleaning products and methods.</p>	<p>All areas to be cleaned on a daily basis by the King Edward Hall stewards to include kitchens, toilets, tables, chairs, door handles, light switches and other frequently touched surfaces.</p> <p>Hirers are required to clean all tables, chairs, door handles, light switches, equipment and other frequently touched surfaces before and after their booking. Additional time will be offered either side of their agreed times of hire to assist with this.</p> <p>Waste bins will be provided in each room.</p> <p>Curtains will be removed from the Jubilee room and tied back on the stage in the Newcombe hall.</p>
<p>Spread of COVID-19 Coronavirus</p>	<ul style="list-style-type: none"> ● Staff ● Volunteers ● Visitors ● Vulnerable groups eg over 70's, pregnant women, those with underlying health conditions 	<p>Physical Distancing</p> <p>Reducing the number of persons in any area to comply with 2 metre or 1 metre plus mitigation reflecting current social distancing guidance.</p>	<p>A minimum physical distancing of 2 metres will be observed or 1 metre plus mitigation measures eg ventilation of rooms, wearing of face masks, sitting side by side.</p> <p>New room capacity limits based on a 2 metre limit and available floor space will apply:</p>

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			<ul style="list-style-type: none">• Newcombe hall - 50 persons• Jubilee room - 20 persons• Old Library - 10 persons• Jubilee kitchen - 1 person or 2 if face masks are worn• Main kitchen - 3 persons or 4 if face masks are worn <p>Our team of stewards will be provided with a diary of bookings and will set up tables and chairs on behalf of hirers.</p> <p>If more than one booking is accepted, rooms will be hired with staggered times to avoid groups mixing.</p> <p>One person at a time will be given access to toilets. Signage will be on display.</p> <p>Each room is able to provide a separate access and exit route.</p> <p>A keep left policy will be in place in corridors when it is not possible to operate a one-way system.</p> <p>Internal doors will be wedged open to help reduce touching and improve ventilation.</p>
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		Avoiding breach of maximum capacity of rooms.	Attendees to book or purchase tickets in advance of an event to avoid breaching maximum capacity of room guidance.
	<ul style="list-style-type: none"> • Staff • Visitors 	<p>PPE</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe physical distancing measures and practice good hand hygiene behavior.</p> <p>Wearing of Gloves</p> <p>Where risk assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Face masks should be worn by visitors in accordance with government guidance at the time of the booking.</p> <p>Staff will be provided with protective clothing and face masks.</p> <p>Disposable gloves to be worn by members of staff when cleaning.</p>
Spread of COVID-19 Coronavirus and Infection	<ul style="list-style-type: none"> • Staff • Volunteers • Visitors • Vulnerable groups eg over 70's, pregnant 	Symptoms of COVID-19	<p>Stay at Home guidance posted in all rooms.</p> <p>Staff in the vulnerable category (over 70's, pre-existing health conditions) advised not to attend work for the time</p>

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of Individuals within KEH	women, those with underlying health conditions <ul style="list-style-type: none">• Anyone else who physically comes into contact with KEH in relation to its use		<p>being, unless work can be conducted safely in the absence of other individuals.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and other measures are sufficient to mitigate their risks.</p> <p>For those becoming unwell and displaying signs of suspected COVID-19, they should be removed immediately to the designated area.</p> <p>COVID-19 First Aid Box is available for use.</p> <p>Advise steward on duty immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>KEH will coordinate Test, Track and Trace through each event organizer to prevent the organization having to disclose personal information of their attendees to KEH.</p> <p>Require event organisers to inform KEH if an attendee at a booking subsequently becomes ill with suspected or confirmed COVID-19.</p>
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Adverse effect on mental health	<ul style="list-style-type: none">• Staff• Volunteers	Mental Health The Management Committee will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.	Regular communication of mental health information and 'open-door' policy for those who need additional support. Encourage staff and volunteers to raise concerns if they have them.
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