

Overview

This COVID-19 Risk Assessment has been carried out in consultation with Trustees and employees (HSE guidance). Its final draft has been approved by The Board of Trustees and a copy of the final draft will be on display in the reception area and made available to Hirers authorised to use The Exchange facilities.

Objective

To identify the Hazards that exist that could result in the transmission of the COVID-19 virus and then to put in place such preventative and protective mitigating measures that reduce the risk such hazards present.

Risk Level

Each risk identified will be allocated a rating based on **High** / **Medium** / **Low** after initial identification and again after the introduction of mitigating control measures.

Scope

This General Risk Assessment is intended to cover the initial opening of **The Exchange** to **Hirers** permitted to use The Exchange. Further specific Risk Assessments will be developed to cover activities that become open to the **general public** at a later date to include for example: opening of the café, provision for the use of The Exchange by market traders, cinema and theatrical / musical performances.

Important Notes:

1. The COVID-19 Risk Assessment will be updated in the light of any new government advice that may be forthcoming.
2. The assessment will be updated when it is considered that different control measures are deemed necessary.

Area or People at Risk	Risk identified	Risk Level H M L	Actions to take to mitigate risk	Remaining Risk Level	Insert Date completed and any notes.
Staff / volunteers	Cross contamination with other staff or Hirers.	M	<ul style="list-style-type: none"> • All staff, volunteers, contractors and visitors to use the hand sanitising stations provided. • Members of the public, including guests of those hiring specific rooms, and contractors must wear face masks whilst in the building. • Only two members of staff allowed behind reception at any one time to ensure social distancing can be maintained • Screens will be erected around reception area to 	L	<ul style="list-style-type: none"> • Signage to be installed at all entrances and exits instructing all to sanitise hands on entering and leaving the building. • Supplies of hand sanitiser to be kept in reception to refill dispensers. • In the event of a specific room hire, once guests are in their allocated room it is up to those responsible for the hire to determine if face mask should continue to be worn as a result of their own risk assessment. • Briefing of trustees, staff and volunteers by General Manager prior to Exchange opening. • Screens erected week commencing 27th July.

			<p>form a physical barrier between staff and Hirers.</p> <ul style="list-style-type: none"> • Staff to wear face masks when not behind the reception desk. • Staggered start and finish times for those hiring facilities. • Stay at home guidance if unwell, enforced at staff briefing. 		<p>Reception desk modified to enable social distancing by staff, completed 6th July.</p> <ul style="list-style-type: none"> • Supply of disposable face mask available for staff, behind reception.
<p>Vulnerable persons (staff / volunteers)</p>	<p>Pre-existing medical conditions.</p>	<p>M</p>	<ul style="list-style-type: none"> • Vulnerable persons, staff and volunteers, to be identified through discussion with general manager. A joint decision made as to whether it is advisable for them to return to work at the present time. 	<p>L</p>	<ul style="list-style-type: none"> • General manager to, in confidence, interview staff and volunteers to establish if they have any pre-existing medical conditions, particularly if they are age 70 or over, that may mean return to work is inappropriate at the present time.
<p>Staff / volunteers, Hirers and contractors</p>	<p>Contamination from common areas of circulation.</p>	<p>M</p>	<ul style="list-style-type: none"> • Reduce areas of movement available to the general public to the Upper Ground floor only (reception level.) 	<p>L</p>	<ul style="list-style-type: none"> • Keep lower ground floor entrance doors locked (fire doors opened from inside via crash bars) • Deactivate passenger lift • Lock off lower ground floor

			<ul style="list-style-type: none"> • Identify pinch points and ensure queuing is avoided • Daily cleaning / disinfecting protocol 		<p>toilets</p> <ul style="list-style-type: none"> • Keep all other offices and rooms locked when not in use. • Barrier placed across top of stairs with appropriate signage. • Wherever possible instigate a one-way system so those entering and leaving the building are afforded a 2meter separation. • If queues are likely to form place floor markings at 2meter intervals. • Handrails, light switches, door handles and waste bins lids to be disinfected every day in those areas used and between each use by independent hirers. Cleaning protocol in place.
<p>Staff / volunteers, Hirers, general public and contractors</p>	<p>Contamination in rest room facilities</p>	<p>M</p>	<ul style="list-style-type: none"> • Only upper ground floor unisex / disabled toilets to be used. • Personal Hygiene advice 	<p>L</p>	<ul style="list-style-type: none"> • Ground floor toilets permanently locked. • Display sign instructing persons to sanitise hands before entering toilet

			<ul style="list-style-type: none"> • Daily cleaning protocol 		<p>facilities.</p> <ul style="list-style-type: none"> • In each facility display sign reinforcing the need to wash hands, using soap dispensers provided, for at least 20 seconds before leaving the facility. • All hard surfaces including sanitary ware, handles and door handles to be disinfected daily and between each hiring event • Used paper towels to be bagged and disposed of daily.
<p>Provision of facilities for Hirers</p>	<p>Contamination of facilities used.</p>	<p>M</p>	<ul style="list-style-type: none"> • Hirers to provide information on numbers expected at their event. • Social distancing and personal hygiene 	<p>L</p>	<ul style="list-style-type: none"> • The Exchange will allocate a room large enough for them to be able to maintain social distancing. • The room provided will be large enough to enable social distancing to be maintained, however it is the hirers responsible to ensure their guests maintaining social distancing protocols. All guests will be required to

			<ul style="list-style-type: none"> • The hirers guests will be briefed by The Exchange duty manager on-mass once they are all present. • Hirers have a responsibility to inform The Exchange immediately if any of their attendees develop symptoms of or are tested positive for COVID - 19 withing 14 days of their event taking place • Hirers at the event to ensure they have contact details of all attending their event • In addition to a specific room, hirers will have other limited facilities 		<p>use hand sanitiser provided at access locations and rest rooms</p> <ul style="list-style-type: none"> • Briefing to include, emergency measures, access and egress arrangements, pre event cleaning, provision of welfare arrangements, out of bounds locations and removal of waste materials. • Addendum to original letting terms and conditions of hire will be developed and given to hirer. • This information may be requested to enable compliance with the Governments Track and Trace system • Such facilities will be limited to seating, hard tables and an urn for the provision of
--	--	--	---	--	---

			<p>provided for them on request.</p> <ul style="list-style-type: none"> Hirers <u>will not be offered refreshment facilities.</u> A daily cleaning schedule has been developed to include all facilities used by hirers 		<p>boiling water for drinks. Projectors, screens, extension leads and flip charts will not be provided.</p> <ul style="list-style-type: none"> No Café service, hirers are expected to provide their own refreshments to include disposable crockery and cutlery, which they are responsible for removing from the premises at the end of their session. Protocol includes the provision for hard surface cleaning and use of upholstered chairs that will be used in rotation to avoid contamination. In the event of a room being used more than once on the same day then the room and facilities will be cleaned after each hire period
<p>Upholstered seating. Staff, Volunteers members of the public.</p>	<p>Contamination Virus may remain on fabric. Cannot readily be cleaned between use. Frequent</p>	<p>M</p>	<ul style="list-style-type: none"> Where possible hard seating will be used. 	<p>L</p>	<ul style="list-style-type: none"> If cushioned seating is used it should be stacked after use by persons wearing gloves. Metal parts must be wiped down with disinfectant and

	<p>cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them.</p>				<p>chairs should then be used in rotation allowing at least 72 hours between usage. Signs in chair store to assist rotation.</p>
<p>Staff, volunteers and contractors</p>	<p>Track and Trace</p>		<ul style="list-style-type: none"> • Staff, volunteers and contractors sign in. • Disclosure of COVID-19 symptoms and or positive COVID-19 tests 		<ul style="list-style-type: none"> • Staff and volunteers must sign in and out each day on the form provided at reception. • Contractors must also sign in and out and also leave their contact details. • Any member of staff or volunteer who believe they have such symptoms must make this known in confidence to the General Manager as soon as possible.
<p>Staff and Volunteers, communication and welfare</p>	<p>Communication</p>	<p>M</p>	<ul style="list-style-type: none"> • All stakeholders should be encouraged to participate in the continuous improvement, including the revision of Risk Assessments and of 	<p>L</p>	<ul style="list-style-type: none"> • General manager to regularly discuss processes and procedures with other staff and volunteers.

	Stress arising from new working arrangements		<p>the measures deployed to keep people safe.</p> <ul style="list-style-type: none"> All staff and volunteers should be encouraged to disclose any symptoms of stress they have that they believe are as a result of the new working arrangements in place. 		<ul style="list-style-type: none"> General Manager to be aware of the sensitivities involved and hold any such discussions in the strictest of confidence It is important that people are aware there is a process for them to raise concerns in a confidential manner
General safety considerations	Fire and Evacuation	M	<ul style="list-style-type: none"> Fire alarm system will be inspected by external contractors prior to building being opened to hirers or general public Emergency Lighting to be checked prior to building being opened to hirers or general public Fire evacuation procedures to be gone through with all staff and volunteers Emergency exit and fire extinguishers to be checked for operation and location 	L	<ul style="list-style-type: none"> Facilities manager to organise Facilities Manager to organise Duty Manager to organise Facility Manager to organise

--	--	--	--	--	--

Conducted by: *Keith Brown* Date:

Issued : 25th August 2020

Reviewed:

Page 11 of

--	--	--	--	--	--

Conducted by: *Keith Brown* Date:

Issued : 25th August 2020

Reviewed:

Page 13 of

2

Conducted by: *Keith Brown* Date:

Issued : 25th August 2020

Reviewed:

Page 14 of

2

