

Masonic Hall	Harrogate Masonic Hall
Risk Assessment	COVID-19 – Building & Service- Masonic Meetings only (NO FESTIVE BOARD)
Performed By	RG, JB, AS
Date	23rd October 2020
Next scheduled review date	31st December 2020

This Risk Assessment identifies the measures Harrogate Masonic Trust Ltd (HMT) have considered and acted upon as appropriate to facilitate the reopening of Harrogate Masonic Hall for Masonic Business only (No Festive Boards at this time).

A regular review on the application of the measures taken within this risk assessment will be conducted taking into account government, and any other guidance and advice applicable at that time in order to ensure that the control measures in place are effective, as far as is reasonably possible or practical, to reduce the possibility of coronavirus COVID-19 infection from any activity at the Hall.

This document is supported by the detailed COVID-19 Process maps which provides guidance to Lodges and Other Orders as to how the Hall will operate once re-opened, and the processes that should be followed at all meetings, practices or committees held at the Hall.

Version 1	Original Issue
Version 2	Update based Government Guidance on the 'rule of 6' and UGLE communication on the 14 th September limiting attendance to 6 and mandating the wearing of Face Masks at all times.
Version 3	Update based on Government Guidance on the Hall being vacated by 10.00pm, scan of QR code on entry to Hall and dispensation on Entry and Exit.
Version 4	Update based upon the government's introduction of the Tier 1, 2 & 3 classifications.

Overview

This document has been produced to evaluate “Threats” and put in place “Safety Measures” needed for the Safe Operation of Activities in the Hall. These measures follow an in depth “Risk Assessment” carried out to identify and counter the potential threats of the COVID-19 Virus being transmitted between persons attending the Hall, or from their contact with objects and surfaces.

Harrogate Masonic Hall is a purpose-built building, opened in 1931, to accommodate the following Masonic Orders

1. Harrogate & Claro Lodge No.1001 (1864)
2. Doric Lodge No 2695 (1898)
3. Mark Master Masons Haywra No.525 (1899)
4. Harlow Lodge No 4404 (1922)
5. Harrogate & Claro 1001 Chapter No.1001 (1886)
6. De Ros Knights Templar Preceptory No.213 (1920)
7. St Helena Conclave Red Cross of Constantine No.165 (1923)

Since then the number of Masonic Orders meeting at Harrogate Masonic Hall has increased as follows.:

8. Rose Croix Chapter No.355 (1945)
9. The Spa Lodge No.7609 (1958)
10. The Spa Chapter No.7609 (1963)
11. Linton Lodge No.9444 (1991)
12. Harrogate & District Installed Masters No. 8087 (occasional meetings)

Accommodation Comprises

- Lower Ground Floor - cellars which are accessed from an external door on the North side of the building.
- Ground Floor level - the main entry is through a front door entrance.
- Ground Floor level – comprises of a Lobby, Bar area, and the Function & Dining room (via short flight of stairs).
- Ground Floor level - three separate toilets are provided, (restricted mobility, gents, and ladies).
- Ground Floor level - there is also a disabled / fire exit / entrance provided in the Function and Dining Room.
- First Floor - access is via a wide staircase leading to a first-floor landing.
- First Floor – comprises of a Main and Small Temple, as well as a Committee Room and a Fire Refuge room.
- First Floor – access to the second-floor kitchens via the Fire Refuge room.
- Second Floor – kitchen area.
- Second Floor – separate flat, which is rented, and which has external access from the North side of the building.
- Fire exit and kitchen stairway – runs from the side emergency exit on the South of the building to the second-floor kitchen area with an additional access door from the First-Floor area through the Fire Refuge room.

Objective

To ensure the Building is fit for purpose and taking all the necessary measures, so far as is reasonably possible or practical, to reduce the possibility of coronavirus COVID-19 infection for persons engaged in the holding of Masonic Ceremonies, or engaging in any activity at the Hall.

Specific measures to be addressed for the Protection of persons against COVID 19 Virus infection.

Threat

COVID-19 Virus

Infection via:

- the passing of the Virus between persons in physical contact or after being in "Close Proximity" with infected persons.
- contact with hard surfaces or furnishing with which infected persons have had recent contact. e.g. Tables, chairs, Bar surfaces
- droplets generated by coughs and sneezes.
- door handles, banisters, and toilet flush devices which infected persons may have touched.

Detection of Symptoms

- Early symptoms are known to show up as high or abnormal Temperature.
- Tiredness and symptoms which are quite often similar in nature to Flu infection.
- Loss of senses of taste & smell.
- A general feeling of being unwell.
- By Clinical Testing of swab samples taken by trained health workers.
- By a self-administered swab sample submitted for analysis.
- Any evidence that a person has recently returned from an overseas Country with known high infection rates.
- A personal suspicion they may have been in contact with a person or group subsequently found to be infected.

Safety Measures to prevent Infection

- Track and Trace records of all persons entering the premises including use of unique Harrogate Masonic Hall QR Code and COVID-19 App.
- Use of PPE (Personal Protective Equipment).
- Social Distancing both transiting within the building and during an activity.
- Limitations of persons occupying premises in total. (Occupancy to accord with the latest Government guidance).
- Limitations on how long a building should stay open (Vacation of building to align with the latest Government guidance).
- The provision of regular hand sanitising points at all entry points and throughout the building.
- Signs and notices throughout the building showing, where possible, a "one-way system" with "Routes of Entry" into the building or part, and the designated "Way Out" maintaining the "one-way system".
- Reminder notices of Social Distancing, the Wearing of Face Masks (where applicable) & the Need for Regular Hand Washing & Re-sanitising of hands.
- Rooms in use to have the maximum ventilation available commensurate with comfort for the activity taking place.
- Once members are assembled a Safety Briefing should be given to explain the Special Measures and members reminded not to drift into close proximity whilst socialising.
- Exit routes after the activity should be shown in advance.

Requirements by Harrogate Masonic Trust Ltd on “All Occupiers” using the Masonic Hall Facilities for the purposes of meeting Health and Safety Requirements for the protection of Persons against the COVID 19 Contagion.

The HMT management requirements will be met if each Lodge or Other Order using these rooms, for their activities, have carried out a full Risk Analysis in respect of COVID 19. Copies of the Risk Assessments made by them and actions to follow must be placed with Harrogate Masonic Trust Ltd.

The HMT Management’s requirements will be met & satisfied if the following are fulfilled:

- All persons attending Masonic Meetings **MUST** register their attendance in advance with the Secretary, Scribe, or nominated person, otherwise entry to the Hall will be denied.
- All persons attending Masonic Meetings **MUST** always wear a mask when in the building.
- A Maximum of 6 people will be permitted to attend any meeting.
- The Lodges and Other Orders have in place a system to check temperatures at the point of entry to the Building. (equipment provided by HMT) and undertake to deny entry to persons recording an abnormal temperature.
- The person carrying out admission testing must be instructed in the use of Temperature testing equipment and Test & Trace Recording.
- Lodges maintain a record of all persons tested for Temperature, the Result, Full Name, and a Contact number for NHS Test & Trace purposes. A copy of which is to be e-mailed to the Company Secretary after each event (secretaryhmt@outlook.com). (No details will be passed or shared except with Health Officials for Track & Trace purposes).
- Subject to having a suitable mobile device, persons to scan the unique Harrogate Masonic Hall QR code when they arrive using their NHS COVID-19 app.
- Persons admitted **MUST** hand sanitise. This will be available at the entrance sanitising station.
- Persons transiting and circulating within the buildings must follow the rules for Social Distancing including the prescribed system of entry & exit.
- Persons using the settles in the Temple must respect the social distancing markers denoting separation. Bags may be placed on or under the settles. Where possible plastic bags may be found useful for storage.
- Persons in any rooms with individual seating must maintain positions as set up when entering the building.
- No late comers (who **MUST** also be registered as attending) may be admitted unless tested as above and found temperature normal.
- Where toilet facilities are used hand washing should be practiced.
- The Hall must be vacated by all members by 10.00pm.
- Any Accidents should be recorded in the Accident Book. Details of injury and action taken must be reported to the Company Secretary as soon as practicable in case of further action.

Should either Central or Local Government, or Health Authorities, impose any changes to the Lock down arrangements for defeating COVID 19 the HMT management reserve the right to advise of any changes that may be necessary for compliance.

			Severity		
			Acceptable	Tolerable	Unacceptable
			1	2	3
Likelihood	Risk unlikely to occur	1	1	2	3
	Risk will likely occur	2	2	4	6
	Risk will occur	3	3	6	9

Harrogate Masonic Hall – Before reopening

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
Poor Management of Controls	1	3	3	Competence and the potential poor management of the controls to manage Covid 19.	<p>Created a working group to champion the management of Covid 19.</p> <p>Implementation of a risk assessment process to identify risk, hazards, and the implementation of control methods in line with Government guidance and UGLE &PGL guidance.</p>	<p>Continually reviewing Government guidance, UGLE & PGL guidance.</p> <p>Implementation via communications with stakeholders.</p>	Exec	Sept 2020	Continuously under review
Fire	1	2	2	Lack of testing of fire system could result in delayed response to fire.	<p><u>Before the Masonic Hall is re-opened:</u> -</p> <ul style="list-style-type: none"> • Check the emergency lighting and fire alarm is operational and that the fire panel is not flagging up any problems • Check all evacuation routes are clear, unlocked, and operational • Visual check fire extinguishers - looking for leaks and that the gauges are pointing to full. 	<p>None – Check complete</p> <p>None - Check complete</p> <p>None – Extinguishers subject to annual review within</p>	RG	Sept 2020	Continuously under review

Harrogate Masonic Hall – Masonic Meetings

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
Lack of social distancing	2	2	4	The risk of transmission of Coronavirus, should staff and/or members fail to adhere to current social distancing guidelines.	<ul style="list-style-type: none"> Any members displaying any symptoms (as outlined by the government) MUST be asked to leave immediately. Display the COVID-19 signage <p><u>Capacity:</u></p> <ul style="list-style-type: none"> In line with recent UGLE and Government guidance a maximum of 6 members will be permitted in the temple. Mark out Temple to maintain social distancing guidelines. <p><u>Queuing and access: -</u></p> <ul style="list-style-type: none"> Keep a temporary record of members for 21 days, to assist NHS Test and Trace with requests for that data if needed. Where possible, scanning of NHS QR code on NHS COVID-19 App Managing the entry of Members. Consider how to control the flow of Members to Temple Ensuring any changes to entrances, exits and queue 	<p>None – Member temperature checks on arrival to help avoid admission Completed</p> <p>Completed - Signage posted accordingly.</p> <p>Completed</p> <p>Completed</p> <p>Prior Booking ensures contact details of those booking is secured and retained</p> <p>Ensure sufficient posters.</p> <p>Restriction to 6 members only. Combined entrance and Exit due to low number.</p>	<p>Lodge</p> <p>RG/JB</p> <p>RG/JB</p> <p>RG/JB</p> <p>Lodge Secretary</p> <p>MBx.</p> <p>MBx</p> <p>RG</p> <p>RG</p>	<p>Each Meeting</p> <p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p> <p>Each Meeting from 11th Sept</p> <p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>Signage on floor to identify routes in Hall.</p> <p>Includes QR codes</p> <p>Strictly bookings only to ensure compliance</p> <p>Details sent to Secretary</p> <p>Continuously under review.</p> <p>Continuously under review.</p> <p>Continuously under review</p>

Harrogate Masonic Hall – Masonic Meetings

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
					<p>management take into account reasonable adjustments for those who need them, including disabled members. (For example, maintaining pedestrian and parking access for disabled members.).</p> <ul style="list-style-type: none"> Looking at how people move through the building, for example accessing toilets, and how this could be adjusted to reduce congestion and contact between members, for example, one-way flows. 	<p>None – see COVID-19 Processes</p> <p>None – Completed – Signage and staff</p>	RG	Sept 2020	Continuously under review Penalties for non-compliance have recently been increased
					<p><u>Information: -</u></p> <ul style="list-style-type: none"> Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage and visual aids. Provide clear guidance to Members who have booked and are attending a meeting Making Members aware of, and encouraging compliance with, limits on gatherings. Making members aware of time limits and complete vacation of Hall by 10.00pm 	<p>None – All members reminded on social distancing through signage</p> <p>None – One-way system in place all members advised by greeter at point of being seated</p> <p>None – Members asked to ensure all bookings are aligned to meeting</p> <p>None- Members updated on requirement</p>	Lodge Lodge UGLE UGLE	Sept 2020 Sept 2020 Sept 2020 Sept 2020	Continuously under review Continuously under review.

Harrogate Masonic Hall – Masonic Meetings

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
					<p><u>Face Masks</u></p> <ul style="list-style-type: none"> In line with guidance issued on the 14th September by UGLE Face Masks must be worn at all times within the Building. 	None – Members updated on requirements	UGLE	Sept 2020	Continually reviewing - guidance, UGLE & PGL guidance
Surface contact.	2	2	4	The risk of transmission of Coronavirus, should members encounter contaminated surfaces.	<ul style="list-style-type: none"> Ideally only hard material chairs to be used, which can be wiped and sanitised between members. Encouraging members to use hand sanitiser or hand-washing facilities as they enter the venue. Sanitiser stations have been positioned at all points of entry. Signs should be displayed prominently, reminding people to hand wash or sanitise regularly. Ensure all soap dispensers are full Paper towels are available for staff and members Regularly clean all door handle and other surfaces with antibacterial wipes or spray. Wedge doors open to avoid the need to touch door handles etc. 	<p>Completed – Room sanitised</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None – Procedure in place</p> <p>None – Procedure in place</p>	RG	Sept 2020	<p>Continuously under review</p> <p>Condition of entry</p> <p>One application of hand santiser is effective for 24 hours notwithstanding how many times hands washed</p>

Harrogate Masonic Hall – Masonic Meetings

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
					<ul style="list-style-type: none"> Ensure door wedges removed before locking up the building at the end of the event (Fire Safety) 				
Hand washing facilities.	2	2	4	The risk of transmission of Coronavirus, should members not wash their hands properly.	Facilities in place for hot running water & soap, paper towels in all toilets (hand dryers NOT to be used due to risk of air dispersal.	To manage supply chain of washing supplies, and to ensure no shortages.	RG	Sept 2020	Process to be implemented with Hall Management
Hand Sanitisation.	2	2	4	The risk of transmission of Coronavirus, should members not wash their hands properly.	Providing hand sanitising gel, at all wash stations, toilets, and all entrances to the buildings and strategic points within the building.	To manage supply chain of hand sanitising gel.	RG	Sept 2020	Process to be implemented with Hall Management.
Cleaning facilities.	2	2	4		<p>All internal areas of the building and external touch points to be treated. 30 day test and assessment of efficacy, Building to be retreated every 30 days if necessary.</p> <p>This included toilets.</p> <p>Pedestals/lecterns/organ/light switches/master, wardens, deacon's secretary, and treasurer desks to be cleaned before and after use.</p>	<p>Process to be implemented with Hall Management.</p> <p>To be the responsibility of the Lodge/Chapter/Order on the night. To be included in communications.</p>	<p>RG</p> <p>Lodge DoC</p>	<p>Sept 2020</p> <p>Sept 2020</p>	Continuously under review.
Toilet - Lack of social distancing	2	2	4	The risk of transmission of Coronavirus, should staff and/or members fail to adhere to current social distancing guidelines.	<ul style="list-style-type: none"> Identify the best toilet facilities to provide access to. Prop doors open where practical, to avoid the need to touch door handles etc. Signage displayed stating: - 	<p>None – Access to all toilets on a one in one out basis.</p> <p>None – already in place</p>	RG	Sept 2020	Continuously under review Vacant/Engaged toilet signs treated with 30-day

Harrogate Masonic Hall – Masonic Meetings

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
					<ul style="list-style-type: none"> ○ Toilet facilities ○ Maintain social distances <ul style="list-style-type: none"> ● Toilets are cleaned regularly ● Regular monitoring of hand soaps and drying facilities, to ensure fully stocked. 	<p>None – in place already</p> <p>None – in place</p> <p>None- in place</p>			sanitising agent
Fire.	1	1	1	The introduction of the one-way system and the other social distancing measures annotated in this risk assessment do not interfere with the means of escape from the building in the event of fire.	See HM Government Fire Safety Risk Assessment publication for Premises of Small and Medium Places of Assemble – travel distances.	None	RG	Sept 2020	Continuously under review
Cleaning materials including hand gel.	2	2	4	Suitable and appropriate notices to be placed alongside hand dispensers.	If applicable COSSH Register to be visited and annotated accordingly.	None	RG	Sept 2020	Continuously under review
Visitors.	1	1	1	Visitors are not allowed.	To be revisited as and when appropriate.	Awaiting further guidance from Government and UGLE	HMT Ltd Board	TBC	Continuously under review.
Dining room. Festive Boards (when permitted)	1	1	1	<p><i>Although presently not in use the following to be implemented:</i></p> <p>No gavels / use of disposable tablecloths/ cutlery and crockery to be brought to the table by staff/ No queuing food to be served by staff/ condiments supplied by staff.</p> <p>Seating to be spaced in accordance with social distancing guidelines.</p>	To be revisited as and when appropriate.	<p>Awaiting further guidance from Government and UGLE.</p> <p>Process to be implemented with Hall Management</p>	HMT Ltd Board	TBC	Continuously under review.

Harrogate Masonic Hall – Masonic Meetings

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
Money transactions.	2	2	4	All money transactions to be carried out electronically.	To be revisited as and when appropriate.	Awaiting further guidance from Government and UGLE.	HMT Ltd Board	TBC	Continuously under review.
Communications	2	2	4	Verbal communication with all stakeholders. Online Board meetings.	Risk assessment to be made available via notice board. Lodge representative to be invited to a meeting to discuss the procedures put in place. Individual lodge representatives to cascade to their own lodges.	Intention to promote via communications an environment that will attract the Brethren back to the Harrogate Masonic Hall.			Continuously under review.
Responsibility	1	1	1		Nomination of DC to take responsibility for ensuring social distancing and other guidance is observed.	As per Resumption Advisory Group Newsletter Issue No.3, 3rd August 2020			

ADDITIONAL NOTES:

Government guidance can be found via the link below, which despite the title, has been updated for dining in, as well as takeaway.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/restaurants-offering-takeaway-or-delivery>

COVID-19 secure workplace poster template

<https://assets.publishing.service.gov.uk/media/5eb96e36d3bf7f5d4043931f/staying-COVID-19-secure-accessible.pdf>

Food Standards Agency info via the link below - there is quite a lot of useful stuff on there.

<https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-COVID-19>