

Masonic Hall	Harrogate Masonic Hall
Risk Assessment	Appendix 3 Formal and Informal Clubs
Performed By	RG, JB, AS
Date	13th April 2021
Next scheduled review date	21st June 2021

This Appendix must be read in conjunction with: Multipurpose Community Facility Covid 19 RISK ASSESSMENT – Core Principles.

This document has been produced to evaluate specific “Threats” and put in place “Safety Measures” needed for the Safe Operation of FORMAL AND INFORMAL CLUBS in the Hall over and above those contained in the MPCF Covid RISK ASSESSMENT – Core Principles.

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	Reviewed prior to reopening facilities

Objective

To ensure that the facilities being used are 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 attending Formal and Informal Clubs. This Appendix **must** be read in conjunction with Multipurpose Community Facility Covid 19 RISK ASSESSMENT – Core Principles.

Additional Requirements on all ‘Hirers’ using the Masonic Hall Facilities for the purposes of organising a Formal or Informal Club over and above those stated under Core Principles.

- Queues to enter the venue will be managed to ensure social distancing is maintained, and a one-way system will be implemented for any queues outside, within and for movement around the facility.
- The room layout and seating will be arranged to ensure social distancing is maintained.
- Posters, floor-markers and sneeze screens (if necessary) will be provided by the Hirers of the facility to remind members of social distancing rules and ensure hygiene best practice.
- Any equipment provided by the club will be wiped down prior to use and after use.
- There will be no sharing of equipment or swapping of roles during meetings to prevent cross-contamination. This includes personal equipment such as mobile phones, pens or paints.
- Protective screens will be provided by the hirer to create a physical barrier where social distancing is not possible.
- Where club members bring their own refreshments and snacks from home these must be in sealed containers and must be removed when they leave.
- Clubs are responsible for their own antibacterial hand sanitisers/wipes

Should either Central or Local Government, or Health Authorities, impose any changes to the Tiers in operation or Lock down arrangements for defeating COVID 19 The Hirer reserves the right to advise of any changes that may be necessary for compliance.

Harrogate Masonic Hall – Room Services									
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 attendees fail to adhere to current social distancing guidelines.	<p>Capacity:</p> <ul style="list-style-type: none"> Calculate the maximum number of attendees that can reasonably follow social distancing and relationship guidelines in line with latest government guidelines: Take into account specific characteristics such as furniture as well as likely pinch points and busy areas. Mark out Room to maintain social distancing guidelines. 	None - Completed	RG, JB	N/A	Seating plans produced for attendees in line with latest guidelines.
					<p>Queuing and access: -</p> <ul style="list-style-type: none"> Keep a temporary record of attendees for 21 days, to assist NHS Test and Trace with requests for that data if needed. 	Completed	RG, JB	N/A	
					<ul style="list-style-type: none"> Where possible, scanning of QR codes on COVID-19 App 	None – QR Codes in place.	The Hirer	Ongoing	Bookings only to ensure compliance. Data to be shared with HMT Continuously under review.
					<ul style="list-style-type: none"> Managing the entry of customers, and the number of customers, so that all attendees are spaced with appropriate distancing, 	None- Tables or spaces pre-allocated – to be directed on entry by allocated member from Hirer.	The Hirer	Ongoing	Continuously under review.

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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"> Consider how to control the flow of attendees. Hirer to nominate responsible person to show attendees to correct location. Ensuring any changes to entrances, exits and queue management consider reasonable adjustments for those who need them, including disabled customers. (For example, maintaining pedestrian and parking access for disabled customers.). Reminding attendees who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines Looking at how people move through the building, for example accessing toilets and how you could adjust this to reduce congestion and contact between customers, for example, one-way flows. <p>Information: -</p> <ul style="list-style-type: none"> Providing clear guidance on social distancing and hygiene to people 	<p>None – Designated person to direct customers.</p> <p>None – Access and lifts available for those who need them.</p> <p>None – all attendees advised by ‘greeter’.</p> <p>None – signage in place and floor markings installed.</p> <p>None – Signage in place.</p>	<p>The Hirer</p> <p>The Hirer</p> <p>The Hirer</p> <p>The Hirer</p> <p>The Hirer</p>	<p>Ongoing</p> <p>N/A</p> <p>Ongoing</p> <p>N/A</p> <p>N/A</p>	<p>Continuously under review</p> <p>Continuously under review</p> <p>Penalties for non-compliance have recently been increased Continuously under review</p> <p>Continuously under review</p>

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					<p>on arrival, for example, signage and visual aids.</p> <ul style="list-style-type: none"> • Making attendees aware of, and encouraging compliance with, limits on gatherings. • Making attendees aware of time limits and complete vacation of Hall by 10.00pm. 	<p>None- Government rules in operation enforced on all bookings.</p> <p>None – 10.00pm curfew reminder to all attendees</p>	<p>The Hirer</p> <p>The Hirer</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Continually reviewing Government guidance</p> <p>Continuously under review</p>
<p>Lack of social distancing</p> <p>Interaction with and between attendees</p>					<ul style="list-style-type: none"> • All payments must be contactless or via direct bank transfer. A single person will handle any card machines. • Tables are numbered, so that all orders to the bar or kitchen can identified. • Reducing the number of surfaces touched by attendees who are asked to remain seated at a table unless moving through areas to and from the toilets or exiting the building. Masks must be worn when not seated. • Attendees should not 'circulate' or stand over tables for conversation. • Any attendees that move between tables must have face protection, gloves and hand sanitizer and instructed to regularly wash hands. • Hirer to supply disinfectant spray or wipes to clean the counter, other 	<p>None - Contactless payment in place</p> <p>None – allocated tables</p> <p>None – briefing</p> <p>None – procedure in place</p> <p>None – procedure in place</p> <p>None</p>	<p>The Hirer</p>	<p>Ongoing</p>	<p>Continuously under review</p>

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					<p>surfaces or items touched by attendees.</p> <ul style="list-style-type: none"> Where appropriate face shields will be used as opposed to face masks, as they protect both the wearer and customer in any interaction. Keep doors propped open, to reduce the need to touch door handles. 	None.			
Lack of social distancing in the room set up				The risk of transmission of Coronavirus, should staff fail to adhere to current social distancing guidelines.	<ul style="list-style-type: none"> Restricting the number of individuals in the room at any one time. Displaying signs to remind people to maintain social distances. Continuing to identify 2 metres as the appropriate distance between staff. Instructing set up team to consciously avoid sharing equipment etc. Keeping doors propped open, to reduce the need to touch door handles. Any attendees displaying any symptoms (as outlined by the government) MUST leave immediately or not attend. Minimum necessary products to be displayed and available within the group. To maintain social distancing and minimise contact, only one member will be able to use the shop at any one time. Signage will ask members not to touch items unless they'd like to make a purchase. 	Hirer responsible for briefing their team on new ways of working.	The Hirer	Ongoing	Continuously under review

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					<ul style="list-style-type: none">Members will be asked to bring their own shopping bags				

ADDITIONAL NOTES:

Government guidance can be found via the link below.

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.