Multi-Purpose Community Facility   Covid 19 RISK ASSESSMENT

Masonic Hall	Harrogate Masonic Hall
Risk Assessment	COVID-19 – Core Principles
Performed By	RG, JB, AS
Date	13th April 2021
Next scheduled review date	21st June 2021

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 as a Multi-Purpose Community Facility.

A regular review on the application of the measures taken within this risk assessment will be conducted considering 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 details the general principles for making the community space COVID-19 secure and allowing the safe re-opening for permitted activity.

This document is supported by the following Appendices:

Appendix 1: Masonic Meetings

Appendix 2: Restaurant Services

Appendix 3: Formal and Informal Clubs including (e.g. women's institute, veteran's associations, sewing clubs, book clubs, crafts clubs, reading groups, Art Classes and Slimming World)

Appendix 4: Weddings

Version 1		Original Issue
Version 2	Reviewed prior to reopening facilities	

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 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 which is through a front door entrance.
- Ground Floor level – comprising 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 – comprising 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 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 individual rooms and the 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 or 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.
- Exit routes after the activity should be shown in advance.

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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 occupier of the Multi-Purpose Community Facility (Lodge, Other Order, Club, social gathering etc.) using these rooms, for their activities, have carried out a full Risk Analysis in respect of COVID 19. Copies of individual Risk Assessments made by them and actions to follow must be placed with Harrogate Masonic Trust Ltd in paper and electronic format prior to permission being given to use the Facility.

HMT Management's requirements include but are not limited to the following.

- All persons attending the building **MUST** wear a mask in line with the latest Government advice.

- The numbers of people permitted in the building or an individual room will be in line with Government guidance.

- Occupiers (Hirers, Caterer or individual Lodges and Other Orders) of the Hall will maintain a record of all persons Full Name, and a Contact number and be deemed the controller of data for NHS Test & Trace purposes. If HMT is contacted by Test and Trace they will be directed to the Hirer, Caterer or Individual Lodge or Other Order Secretary to provide the appropriate data.

- 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 in any rooms with individual seating must maintain positions as set up when entering the building.

- Where toilet facilities are used hand washing should be practiced.

- The Hall must be vacated 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.

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		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 – Core Principles 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.	Created a working group to champion the management of Covid 19.

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.) | Continually reviewing Government guidance, UGLE & PGL guidance.

Implementation via communications with stakeholders. | Exec | Ongoing | Continuously under review |
| Fire | 1 | 2 | 2 | Lack of testing of fire system could result in delayed response to fire. | Before the Masonic Hall is re-opened: -

  • 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. | None – Check complete

None - Check complete

None – Extinguishers subject to annual review within maintenance contract which remains current | RG/JB | Ongoing | Continuously under review |

Legionella and water-borne disease	1	2	2	Risk of water contamination, resulting from stagnant water in system.	Before the building is re-opened: - • Check heating is fully operational • Disinfect sinks, toilets etc. • Flush all toilets, several times Also to address risk of flooding from faulty pipework • Check building for signs of water leaks - especially older buildings, once the water system is fully re-engaged.	None – Regularly carried out during shut down None – Standard duty and regularly carried out during shut down	RG/JB	Ongoing	Continuously under review
Gas leaks	1	2	2	Gas from heating systems or faulty gas cylinders in the beer cellar can result in poisoning or asphyxiation.	Before the building is re-opened: - • Check all carbon monoxide monitors • Ensure carbon dioxide monitor/alarm in cellar is functioning properly • Open cellar door and delivery hatches to change the atmospheric air in the cellar (in case of CO2 leaks).	None – On regular contract None – On regular contract None – Done 16th July 2020	RG/JB	Ongoing	Continuously under review
Plant	1	2	2	Risks associated with faulty appliances and plant, resulting from lack of use etc., security issues, and lack of regular inspections.	Before the Masonic Hall is re-opened: - • Check mains fuse-board for tripped RCDs, before and after turning bulk of electrical appliances back on • Check door locks and windows for signs of forced entry • Ensure ladies feminine hygiene bins are empty	None – Regularly carried out during shut down	RG/JB	Ongoing	Continuously under review

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Harrogate Masonic Hall – Social Distancing and Capacity									
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 users of the facility fail to adhere to current social distancing guidelines.	• Anyone displaying symptoms (as outlined by the government) MUST be asked to leave immediately.	None	Occupier	Each event	Signage on floor to identify routes in Hall.
					• Display the COVID-19 signage	Completed - Signage posted accordingly.	RG/JB	N/A	Includes QR codes
					Capacity: • In line with current Government guidance on maximum number of Hall users permitted in each room.	Completed	RG/JB	N/A	Strictly bookings only to ensure compliance
					Queuing and access: - • Keep a temporary record of Hall users for 21 days, to assist NHS Test and Trace with requests for that data if needed.	Prior Booking ensures contact details of those booking is secured and retained	Occupier	Each Event	Data controller info sent to Sec or held by Caterer
					• Where possible, scanning of NHS QR code on NHS COVID-19 App	Ensure sufficient posters.	MBx.	Ongoing	Continuously under review.
					• Managing the entry of Hall users.	Separate Entrance and Exit.	MBx	Ongoing	Continuously under review.
					• Ensuring any changes to entrances, exits and queue management take into account reasonable adjustments for those who need them, including disabled Hall users. (For example, maintaining pedestrian and parking access for disabled Hall users.).	None – Completed – Signage and staff	RG/JB	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
					• Looking at how people move through the building, for example accessing toilets, and how this could be adjusted to reduce congestion and contact between Hall users, for example, one-way flows.	None – All Hall users reminded on social distancing through signage	RG/JB	N/A	Continuously under review
					Information: -				
					• Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage and visual aids.	None – One-way system in place all Hall users advised	Occupier	Each event	Penalties for non-compliance have recently been increased
					• Provide clear guidance to Hall users who have booked and are attending a meeting	None – Hall users asked to ensure all bookings are aligned to meeting	Occupier	Each event	
					• Making Hall users aware of, and encouraging compliance with, limits on gatherings.	None- Hall users updated on requirement .	Occupier	Each event	Continuously under review
					• Making Hall users aware of time limits and complete vacation of Hall in line with Government Guidance	None – Hall users updated on requirements	Occupier	Each event	Continuously under review
					Face Masks				
					• In line with Government guidance Face Masks must always be worn when moving within the Building.		Occupier	Each event	Continually reviewing

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Harrogate Masonic Hall – Hygiene									
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
Surface contact.	2	2	4	The risk of transmission of Coronavirus, should Hall users encounter contaminated surfaces.	• Ideally only hard material chairs to be used, which can be wiped and sanitised between Hall users. • Encouraging Hall users 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 Hall users • 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. • **Ensure door wedges removed before locking up the building at the end of the event (Fire Safety)**	Completed – Room sanitised None None None None None None – Procedure in place None – Procedure in place	RG Occupier	N/A Each event	Continuously under review Condition of entry One application of hand santiser is effective for 24 hours notwithstanding how many times hands washed

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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
Hand washing facilities.	2	2	4	The risk of transmission of Coronavirus, should Hall users 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/JB	Ongoing	Process to be implemented with Hall Management
Hand Sanitisation.	2	2	4	The risk of transmission of Coronavirus, should Hall users 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/JB	Ongoing	Process to be implemented with Hall Management.
Cleaning facilities.	2	2	4		All internal areas of the building to be cleaned. This included toilets. Any equipment that is used at an event must be sanitized before being removed from the facility / room.	Process to be implemented in conjunction with Hall Management. To be the responsibility of hall user including the Lodge/Chapter/Order on the night. To be included in communications.	RG/JB Hall user Lodge DoC	Ongoing Ongoing	Continuously under review.

Toilet - Lack of social distancing	2	2	4	The risk of transmission of Coronavirus, should staff and/or Hall users fail to adhere to current social distancing guidelines.	• 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: -
					  o Toilet facilities
					  o Maintain social distances
					
					• Toilets are cleaned regularly
						None – Access to all toilets on a one in one out basis. None – already in place
						
						None – in place already
						
						None – in place
							RG/JB	Ongoing	Continuously under review
									
									Vacant/Engaged toilet signs treated with 30-day sanitising agent

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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
					• Regular monitoring of hand soaps and drying facilities, to ensure fully stocked.	None- in place			
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/JB	Ongoing	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/JB	Ongoing	Continuously under review
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. Risk Assessment to be reviewed in conjunction with individual Hall Users users Risk Assessments prior to commencing any events.	Intention to promote via communications			Continuously under review.
Responsibility	1	1	1		Nomination of person at each Hall 'event' 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