

Masonic Hall	Harrogate Masonic Hall
Risk Assessment	Appendix 1 Masonic Meetings
Performed By	RG, JB, AS
Date	21st June 2021
Next scheduled review date	19th July 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 MASONIC MEETINGS 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.

Specific Requirements by Harrogate Masonic Trust Ltd relating to Masonic Meetings 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.

Version 1	Original Issue
Version 2	Reviewed prior to reopening facilities
Version 3	Relaxation delay
Version 4	Updated to permit up to a maximum of 30 in line with UGLE recommendations

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.	<u>Capacity:</u> <ul style="list-style-type: none"> In line with current UGLE and Government guidance on maximum number of members permitted in the temple. Mark out Temple to maintain social distancing guidelines. 	Completed	RG/JB	N/A	Includes QR codes
					<u>Queuing and access: -</u> <ul style="list-style-type: none"> Consider how to control the flow of Members to Temple 	Completed	RG/JB	N/A	Strictly bookings only to ensure compliance
					<u>Face Masks</u> <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. 	Combined entrance and exit due to prebooking for event. Walkways cleared to ensuring distancing.	RG/JB	Ongoing	Continuously under review.
Visitors.	1	1	1	Visitors are allowed. (Subject to constraint on numbers allowed in Hall). PGL guidance to 'use common sense' .	To be continually revisited as and when appropriate.	Dependent on latest guidance from Government and UGLE	HMT Ltd Board	TBC	Continuously under review.
Dining room. Festive Boards (when permitted)	1	1	1	<p>Although presently not in use the following to be implemented:</p> <p>No gavels / use of disposable tablecloths/ cutlery and crockery to be brought to the table by staff/ No</p>	To be revisited as and when appropriate. Currently no Festive boards are permitted.	Awaiting further guidance from Government and UGLE.	HMT Ltd Board	TBC	Continuously under review.

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				<p>queuing food to be served by staff/condiments supplied by staff.</p> <p>Seating to be spaced in accordance with social distancing guidelines.</p>		Process to be implemented with Hall Management			
Communications	2	2	4	<p>Verbal communication with all stakeholders.</p> <p>Online Board meetings.</p>	<p>Risk assessment to be made available via notice board.</p> <p>Lodge representative to be invited to a meeting to discuss the procedures put in place.</p> <p>Individual lodge representatives to cascade to their own lodges.</p>	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			