

Eccleshill Community Association Ltd

Risk Assessment

The Mechanics Institute



Building use & reopening with consideration to the coronavirus pandemic

This risk assessment is being undertaken in preparation for the time when Government advice is such that Community Centres can be reopened. Cognisance has been given to the advice that has been provided publicly for the opening of other buildings the public will be visiting, all of which will be given due consideration as part of this RA.

What appears to be fundamental in the control of the virus is cleanliness and social distancing. These two factors are given high priority in undertaking the risk assessment and indeed assessing if it is safe to open the building. Further consideration will be the demographic of a great number of regular building users, older population within the Eccleshill community, a group that carry significantly higher risk of catching the virus and not being able to cope with the illness that could potentially prevail in an older person.

If following the RA the building can be opened safely for volunteers and users alike then the RA will be continually evaluated for effectiveness and changed where deemed necessary to increase the safety of all people entering the building.

This RA relates to the use by the public of the smaller meeting rooms to the ground floor and the main hall to the first floor. The RA will define occupancy numbers for each area of the building in meeting social distancing rules of 2 metres.

The assessment will be undertaken on the basis that the visits to the Mechanics Institute are of a social gathering of the public local to Eccleshill including families and no tasks or actions during the attendance are extreme and carry additional risk.

The rooms:

Fundamental to providing a safe area is the ability to social distance within each room.

There are no *what-ifs* with the number that can be present in each room, it is a mathematical calculation that any person must be no closer to another person than 2 metres when sat dining or meeting socially.

The RA will deal with this matter.

Where social distancing numbers are calculated they are assessed on separate individuals, if there are members of the same household then that group counts as one person **providing** it doesn't interfere with the integrity of the social distanced space to another group/person.

This RA shall be continually reviewed for practicalities of doing and in following any and all updated Government advice.

Hazard = Any activity, substance, object or machine with potential to cause harm

Risk = The likelihood of that harm being realised

Hazard X Risk = Risk Rating

1	Hazard	Transmission of Coronavirus				
2	Harm Encountered	Coronaviruses cause respiratory illnesses that can be fatal to vulnerable people				
3	Severity Rating 1 - 5	1	2	3	4	5 ✓
4	Persons at Risk	Building users; general public and volunteers.				
5	Likelihood of Occurrence	1	2	3 ✓	4	5
6	Risk Rating prior to action Severity x Likelihood	1 - 5 Low ()		5 - 10 Medium ()		10 + High (✓)
7	Can the Hazard be eliminated? (tick yes or no). If 'Yes' describe procedure.	YES		NO	✓	The risk can be reduced with intervention of traditional building usage but cannot be eliminated.
8	Can the risk be controlled? (tick yes or no). If 'Yes' describe procedure/control measures.	YES	✓	NO		This risk can be minimised – see addendum action plan
9	Will residual hazard remain? (tick yes or no). If 'Yes' state hazard	YES	✓	NO		But will be reduced.
10	Is further action required? (by whom, by when).	YES	✓	NO		Continually ensure compliance with action plan.
11	Residual risk (tick option) When controls are implemented	1-8 LOW	✓	9-16 MEDIUM		17-25 HIGH
12	Comments	With intervention of operational activity and continual monitoring risk is reduced.				

THE HAZARD SEVERITY CAN BE ASSESSED ON A SCALE OF 1 to 5:-

5. **VERY HIGH** - Causing multiple deaths and widespread destruction. Such a risk would include a major building collapse and or explosion. It may cause death and injury both in and outside the hall main building.
4. **HIGH** – Causing death or serious injury to an individual. Death or serious injury must be reported to the regulating authority under the terms of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995. The disease and injury categories are defined in Regulation 3 of RIDDOR. See also Chapter 6.
3. **MODERATE** – Causing injury or disease capable of keeping an individual off work for three days or more and reportable under RIDDOR.
2. **SLIGHT** – Causing minor injury, which would allow the individual to continue work after First Aid treatment on site or at a local surgery. The duration of the stoppage / treatment is such that the normal flow of work is not seriously interrupted.
1. **NIL** – no risk of injury or disease

THE LIKELIHOOD OF OCCURRENCE CAN SIMILARLY BE ASSESSED ON A SCALE OF 1 to 5:-

5. **VERY HIGH** – If the event continues as it is, there is almost a 100% certainty that an accident will happen (e.g. broken stair balustrade or wet slippery floor, bare exposed electrical conductor, tall, unstable stack of heavy articles such as speakers).
4. **LIKELY** – The effects of human carelessness could precipitate an accident, but which is unlikely to happen without this additional factor. (e.g. spilled fluids onto gloss floor).
3. **QUITE POSSIBLE** – The accident may happen if additional factors precipitate it, but it is unlikely to happen without them. The additional factor is more than a casual slip or nudge would require an additional action or event to trigger it. (e.g. knocking over of glasses which break and spill fluid causing to risks of broken glass and slippy floor).
2. **POSSIBLE** – If other factors were present, this incident or illness might occur, but the probability is low and the risk minimal. (e.g. chipped electrical plug or frayed cable or worn steps).
1. **NOT LIKELY** – There is really no risk present. Only under freak conditions could there be any possibility of an accident or illness. All reasonable precautions have been taken so far as is reasonably practicable. This could be the normal state of the workplace.

RISK RATING	TOLERABILITY OF RISK – ACTION AND TIMESCALE
Low 1 – 8	Risks must always be reduced as far as is reasonably practicable.
Medium 9 – 16	Efforts must be made to reduce the risk. Risk reduction measures should be implemented within a definite time period dependent upon the exact rating given.
High 17 – 25	Event should not be started or continued until the risk has been reduced.

Responsibilities

A competent volunteer or contactor shall be educated as to the risks associated with COVID 19 by an ECA Board member and will have previously been indicted in the safe practices set out within.

Director Eccleshill Community Association Ltd /...../ 20....

Responsible Person/ Volunteer

I understand the enormity of the risk to building users and will ensure that I use my very best efforts to reduce the risk of contamination spread within the building.

Name

Signed

Date /..... / 20.....

Addendum 1

Risk Assessment – Action Plan

Social distancing is one of the most important factors in limiting the spread of the virus from advice being published by Government agencies. It is patently clear that the Mechanics Institute cannot accommodate the number of users it had in the past while the advice of social distancing remains.

For clarity social distancing within the building will be maintained at 2 metres with the exception of members of the same household, or support bubble.

Occupancy numbers have been established in a mathematical manner of any user being within the building seated no closer than 2 metres in any direction to another building user.

The numbers below are for individuals. If a family of four from the same household visit then they can sit together so long as their position does not impose on the space to the next person.

Using these criteria, the numbers of individuals (see attached plan) for each room are as follows:

Room – 8

Size: 7.4 x 4.6 Mts.

Positioned as 5 long tables for two, one sat each end to distance and one single tables for one each set to permit attendance on serving to all tables.

Maximum of individuals to be seated **is 11 persons.**

The Café

Size 7.5 x 4.5 Mts.

Positioned as three rows of two round tables offset linear to provide space for one table in each corner of the window wall with a further single table to dividing wall.

Door to café to remain closed, access only via corridor.

Maximum of individuals to be seated **is 9 persons.**

Front Room

Size 5.3 x 5.4 Mts.

Positioned as three long tables in parallel to the window wall, with two individual tables to either side of the door.

Maximum of individuals to be seated **is 8 persons.**

Users

Consideration is taken that a core of our users are within the vulnerable and at risk age group.

For his reason a further proactive measure will be introduced **for all those** wishing to use the ground floor café areas as set out above will be non-contact temperature checks on entering.

If anyone is found the have a high temperature, above 38C, they will be asked to return home and advised to call NHS on 111.

Support will be given where possible.

A log of temperatures (and by default, all visitors) will be collected and kept for 28 days prior to disposal of all records. The records would be made available for any 'Contact & Trace' requests.

The taking and recording of temperatures will include all volunteers assisting in the day to day running and operation of the Mechanics Institute.

Prior to opening the data contained within this RA will be made public along with conditions of using the building and the taking of action required to ensure the building is kept as risk free as possible.

During operational hours if anyone is thought to be symptomatic of any signs of the virus they will be asked to vacate the building with immediate effect and seek urgent advice by calling 111.

WC Facilities

At this time the WC's will be closed to external use and will only be available to users within the building to reduce the risk of contamination and spread of the virus.

Users will be asked to ensure the WC is clean on entry and cleaned prior to leaving using material available within for that purpose.

All WC's will have a deep clean at the end of each day.

Cleansing and Hand Cleaning

On entry to the building within the main door there will be a hand cleaning point that will include hand sanitiser gel, paper towel dispenser and waste bin with lid removed to avoid any physical contact.

Users will be asked to sanitize, **without exception**, as they enter the building on every occasion.

The used hand towels will be placed by the user in the bin which will have a disposable refuse bag within that will be sealed and placed in waste disposal bin externally for off-site disposal.

Bags will be removed when two-thirds full or at the end of each day, whichever is soonest.

To reduce the risk of contamination additional cleaning will be undertaken to contact surfaces such as door handles, tables and counters throughout the day and as a minimum at change of users at café tables.

Sanitisation. All users will be required and advised to sanitise their hands regularly but at a **minimum of when they enter the building, when they enter the WC and when they leave the WC**. This is without exception and will be enforced. Anyone refusing to sanitise as it being stipulated will be asked to vacate the building.

There will be hand sanitation points throughout the building at strategically positioned points

Café Operational

To ensure we provide as safe and socially distanced environment as is possible, there will be no means of moving seating around one seated on entry. That will be your position for the duration of your visit. You must remain within your own socially distanced space with bags, umbrella's hats scarves and gloves. Cloakroom hanging facilities will not be available.

Users will enter the café once invited via locked door inside the main entrance. Users will leave by the side door other than where there is distance difficulty specific users will be ale to leave via the second locked front door.

To maintain social distancing there can be no more than one-person cooking meals within the kitchen, the exception being where there could be two members of the same household who can work together.

For the foreseeable future there will be two named individuals who will be responsible for the preparation and cooking of all food; Sharon Hodges and Terry Pearson. Volunteers will be asked to support by providing cleaning and clearing duties within the three café spaces, including taking of non-contact temperature of users entering the building. Volunteers will be asked to attend a short induction where they will be instructed in what is expected of them to assist in ensuring the spaces being used are as healthy as possible for building users.

A huge source of cross infection would be glass sauce bottles and jars, salt and pepper pots all of which are shiny surfaces by which the visors could pass from one user to another. While the risk remains the café will not use glass bottles for sauces and condiments but will instead use disposable individual sachets for all sauces, salt and pepper, sugar.

These will be served individually as requested at the time of ordering a meal. It would defeat the object to leave a batch of sachets for users to select what is required.

Milk for hot drinks will be served in small jugs individually to each user. Once used the jug will be isolated for washing at the close of business. Milk sachets have been considered but will not be easily opened by a number of our elderly users.

Further contamination could be passed through crockery.

To reduce the risk of passing contaminated crockery all plates, cups, milk jugs and cutlery will be cleaned daily and used only once. At the end of each opening all crockery will be washed using high temperature dish-washer cleaning cycle of three and a quarter hours. As there will be two loads to wash, a second wash of the previous days crockery will take place first thing the following morning ensuring all plates are sterilised prior to use.

Table clearance is important and will be undertaken in the following manner. When a user has completed their meal, they will be asked to place their own crockery and cutlery onto a tray provided by the volunteer attending on the day. This will be a clean tray handled only by the volunteer. The tray with the crockery will then be placed onto a tray rack ready for cleaning off, swilling and placing in the dishwasher.

Gloves will be used on final swill and clear of the stacked tray rack.

Utensils will be treated in the same manner.

To achieve the risk reduction of cross contamination additional crockery and utensils will be required to ensure there is sufficient for each day's trading activity.

Payments

To reduce the handling of cash payments are being requested by non-contact card payments. Where this is not possible cash will be accepted tendered to the correct value – change will not be given

Children

Children are welcomed into the building but must be accompanied by an adult of the same household/bubble. Children must remain seated within the group they arrive with and must not wander into other socially distanced spaces provided for other guests.

Publicity

Prior to opening the conditions of use will be published through hand-outs, Facebook, Twitter and the Eccleshill.co.uk website.

The conditions being that anyone enters the building agrees to non-contact temperature checks, that they are not showing any symptoms of COVID 19.

A banner will also be used externally to set out procedures and restrictions for using the café within the Mechanics Institute.

Liaison

Prior to implementing, this RA will be discussed and worked through with all those volunteers who will be affected by the opening and operation of the Mechanics Institute.

Updates

This RA will be continually reviewed as experiences of users and volunteers are monitored and in accordance with guidance being regularly issued.

Version History

v.1	1 June 2020	Draft version
v.2	18 June 202	Draft to first issue. AC input, changes include distancing wc cleaning issues café procedures
v.3	28 June 2020	Typos corrected issued as formal document
v.4	3 July 202	Added children in the building Added payments by non-contact methods being preferred. No change given for cash payments
v.5	10 July 2020	Further spellings corrected Table and seating plan updated