

Harmony Hall re-opening risk assessment

Items that Harmony will consider purchasing and planning (with user groups) to support the risk assessment

- Posters (for example, to encourage consistency on hygiene and keeping to own group
- Soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments, consider the availability of soap and hot water in every toilet.
- The location of hand sanitiser stations will be at the building entrance for any other person passing to use.
- Disposable paper towels rather than hand dryers, to reduce aerosol production from drying wet hands.
- Lidded bins in locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
- A good supply of disposable paper towels/tissues to implement the ‘catch it, bin it, kill it’ approach.
- Cleaning products including sanitising wipes for wiping some equipment
- Tape for cordoning off areas and marking floors

Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in Harmony Hall
Section(s) / Team(s) covered	Harmony Hall Community Centre
Location(s) covered	Rhapsody Room, Melody Room, Studio Room, IT Suite, Corridors, Toilets, Kitchen, staff office, upstairs office
Date of Original Assessment	TBC

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	TBC	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	
Copy of form sent to Trade Union Safety Representative		No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES
Lead Assessors name (print)	Alan Horne
Lead Assessor’s signature	
Date:	TBC

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
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Manager's name (print)	Joss Southcombe
Manager's signature	
Date:	07/09/2020

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
Cleaning regime	30/9/20	TBC following review	Joss Southcombe	TBC
Electrical PAT Safety testing and other building compliance issues to be completed prior to opening.	TBC		Joss Southcombe	TBC

Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Higher risk groups – Elderly, Pregnant workers, those with existing underlying health conditions <p>Anyone else who physically comes in contact with you in relation to the work</p>	<p><u>Workspace Setup</u> Where possible, all spaces will be ventilated using natural ventilation (opening windows) or ventilation units. Air conditioning units must not be used</p> <p><u>Office Space and Office Staff</u> Office staffing is minimised to ensure staff are no closer than 2ms. Where staff are unable to use the office, other areas will be arranged or if possible, staff will work from home on a rota basis. The upstairs general office and staff office in reception should only contain one person at a time due to constricted space. Office spaces have been reconfigured to ensure there is 2m social distancing for each workstation unless these spaces have been designated as ‘single use spaces.’ Where reasonably practicable staff will sit back to back or all in the same direction. Staff must not share their workstation or hot desk during the day. Staff must use the same desk every time they are in the office, where practicable</p> <p><u>Rooms for hire</u> Room hire for all groups depends on users signed agreement to CREST Covid 19 policy from 09/2020. Depending on configuration of users in the premises at any one time and whether any higher vulnerability groups are using the premises, hire spaces or areas of the building will be restricted for some groups or physically sealed off to minimise contact and risks to individuals/groups. Hand sanitiser available throughout the communal areas of the building and in all hire spaces with signage to encourage use. Building users will be required to wear masks unless specific exemptions apply. All premises user-groups are required to produce a risk assessment for their individual activities before restarting, demonstrating an understanding of risk and a commitment to mitigation measures to reduce risk.</p>	<p>Low</p> <p>Low</p> <p>Medium</p>

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<p>Chair numbers have been reduced in high spaces (where possible) to only seat the maximum allowable for the hire space.</p> <p>Hire spaces must be ventilated where possible.</p> <p><u>Common Areas</u></p> <p>Walkways will be marked with 2m spacing to remind building users and staff keep their distance.</p> <p>Where practical, one-way systems have been put in place along with visible signage. Where this is not possible clear floor markings will be set out to ensure people travel on the left-hand side. Staff and building users must always follow these, unless the fire alarm is sounded, at which time staff should make their way to the nearest safe exit and socially distance when outside.</p> <p>Where practicable fire doors will be held open by an electromagnetic catch or “dorgard” to reduce requirement for handling doors, whilst maintaining suitable building security. Where possible, main entrances and exits will be left open to improve ventilation throughout the building.</p> <p>Building users will be required to wear masks unless specific exemptions apply.</p> <p>Use of shared toilets by groups will be minimised by restricting access for building user groups to certain areas of the building and increased signage.</p> <p>Kitchen use to be minimised or prohibited at times to reduce the numbers of people coming into contact with each other. For groups requiring tea/coffee facilities during half-day or full-day sessions, alternative tea/coffee arrangements will be made available in hire spaces or suggested.</p>	<p>Medium</p> <p>Low</p>
2			<p><u>Good Hand Hygiene</u></p> <p>70% alcohol hand sanitisers are available at main entrances and all hire spaces and soap and water are provided in suitable locations throughout the building.</p> <p>Staff must wash hands regularly and follow the CREST Covid-19 policy when entering, using and leaving the building.</p> <p>Where handwashing facilities are not available close by, hand sanitiser will be provided.</p> <p>Posters reminding building users to practice good hand hygiene are displayed throughout the building.</p>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<p>Staff and group facilitators are required to remind all users accessing the building to hand sanitise when entering the building, and throughout their time in the premises.</p> <p>All adults and children will clean their hands on arrival, before and after eating, and after sneezing or coughing, are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze into, and use lidded bins for tissue waste ('catch it, bin it, kill it')</p> <p>Groups for young persons and children will be required to provide adult supervision where necessary to ensure children are maintaining good hand hygiene and complying with all other required risk minimisation measures when using the building.</p>	
3			<p>Cleaning</p> <p>The cleaning regime has been reviewed and adapted to ensure regular cleaning throughout the day of all contact surfaces.</p> <p>Lidded tissue bins will be regularly emptied throughout the day.</p> <p>Tables and chairs must be cleaned after each group leaves the room as well as regularly touched surfaces.</p> <p>Regular supervision of cleaning throughout the day is monitored by staff and management.</p> <p>Cleaners have a checklist for each area to show which surfaces have been cleaned and at what time.</p> <p>Groups are provided with all cleaning materials required to carry out the additional cleaning duties expected by building users.</p> <p>All cleaning products are kept in the cleaning cupboard in the kitchen. Additional cleaning materials will be stored in all hire spaces for groups to use before and after their hire sessions, should the kitchen be inaccessible.</p> <p>Where possible, individual user groups will be restricted to using a specific toilet for their group to ensure the group takes responsibility for the cleaning of areas used including toilets, and to minimise groups sharing facilities.</p> <p>Groups will be required to reduce activity times to ensure time is available for cleaning requirements.</p>	Low

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4			<p>Social Distancing</p> <p>Office Space and Staff</p> <p>The number of staff allowed in each office has been determined and allocated dependant on floor space. For both staff offices, this is restricted to one person using the space at a time.</p> <p>Visitors or building users that wish to speak to staff or make enquiries about the hall will not be allowed access to office spaces. Enquiries will be dealt with in larger and better ventilated areas, where appropriate social distancing is possible.</p> <p>Rooms for hire</p> <p>To reduce the risk of transmission, no function bookings will be taken.</p> <p>Existing regular user-groups will be allowed to resume activities, subject to demonstrating in policy and practice, adherence of the group and its attendees to the requirements of the premises Covid-19 policy and risk assessment.</p> <p>Where possible, flow of people entering and leaving the premises will be one way and building users will be asked to access the building and exit via different doors and wear masks.</p> <p>Where possible, the number of chairs has been reduced in hire spaces to the maximum allowable number of people in each hire space according to Government guidelines.</p> <p>The premises have capped the numbers allowable in hire spaces at any one time to 30 people for both the Halls (Rhapsody Room and Melody Room). The Studio Room is capped at 8 people and the IT Suite at 6 people. The kitchen is capped at a maximum of 3 people.</p> <p>Rooms used should be well ventilated and additional heating measures can be put in place to compensate for this if required.</p> <p>Groups attending</p> <p>Faith groups - Audience singing during faith group use is not allowed to reduce the risk of transmission through expressed droplets. Chanting and shouting are also not allowed and audience/congregation responses during services should be spoken only.</p>	<p>Low</p> <p>Medium</p> <p>Medium</p>

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			<p>The playing of musical instruments is only permissible by small groups sufficiently physically distanced from each other and the audience. Any musical instruments must be thoroughly cleaned after use and should never be shared.</p> <p>User groups are encouraged to play pre-recorded music as opposed to live music.</p> <p>Faith groups must be 2m physically distanced whether standing, seated, or seated on the floor.</p> <p>Faith group attendees should wear a face covering or mask at all times, (those delivering sermons/prayers are exempted from wearing a mask during the service as long as 2m physical distancing is maintained).</p> <p>Children’s groups – All young persons or children’s groups should be supervised by adults at all times to ensure compliance of the buildings Covid-19 policy.</p> <p>All parents dropping off children to groups at the premises should drop them at the front door (or relevant access point), without entering the building. Facilitators of children’s groups will put in place additional supervisory measures to ensure children are dropped off safely.</p> <p>Parents collecting children from activities at the premises will be required to wait outside until group facilitators supervise children exiting the building.</p> <p>Facilitators of children’s groups will be required to communicate these stipulations to parents to minimise numbers of people accessing the building.</p> <p>All building users unless exempted, will be expected to use a face covering during their time in the building. (Face coverings are not recommended for children under 3 years old for health and safety reasons. Children under 11 years old are exempted from having to wear face coverings/masks, although they may wear them if they choose).</p> <p>Sport/Exercise groups – Sport and exercise groups must maintain the guideline 2m social distancing. Where social distancing is not possible, groups should consider whether the activity needs to continue and can adhere to Government guidelines. If the activity is suitable to continue, groups are to use additional mitigation measures and avoid or minimise physical contact. Group attendees should minimise contact with others during sessions and groups should ensure that partners, small groups or working in ‘bubbles’ is used to minimise risk.</p>	<p>Low</p> <p>Medium</p>

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			Face coverings/masks are not required during exercise, but user groups will be expected to wear face coverings/masks when the activity has ended, and at all times throughout their time in the building.	
5			<p><u>Symptoms of Covid-19</u></p> <p>If a staff member or attendee becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>If it is an attendee displaying symptoms, they will be held in the isolation room with a member of staff wearing PPE and the windows open until arrangements can be made to get the person home safely, or to get them medical attention if required.</p> <p>If a member of staff displays symptoms, they will be asked to stay in the isolation room whilst their belongings are safely retrieved and we are happy they can get home safely.</p> <p>In the case of a staff member or attendee becoming unwell, the manager, employee/parent will discuss arranging a Covid-19 Test and follow the instructions given by Public Health England/NHS</p> <p>If an attendee or staff member tests positive, the premises will liaise with NHS track and Trace and provide to them contact tracing data required to be kept by all groups under the premises Covid-19 policy. Activities should cease while hire spaces are deep cleaned. Those using the building should be informed so they can take appropriate action.</p> <p>Line managers will maintain regular contact with staff members during this time</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently at the Hall, the management team will contact publichealth@walthamforest.gov.uk to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>If staff members have contracted Covid-19 from work this must be reported on the AIR line call 03300 586 469 so an investigation can be completed and a RIDDOR report made, where required</p>	Low

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6			<p><u>Vulnerable and Critically Vulnerable Staff, Children, and members of the children's family</u></p> <p>Anybody who has significant underlying health conditions, or a critical vulnerability is asked not to come to the premises to safeguard themselves.</p> <p>Additional measures will be put in place for building user-groups providing lunch clubs, social clubs or other activities which include vulnerable users or staff attending. These include sealing off vulnerable group's areas of use from other building users, having designated toilets and restricting access to shared areas, such as the kitchen.</p> <p>Additional cleaning will be done throughout the day to sanitise areas most often touched.</p>	Low
7			<p><u>Contractors coming onto site</u></p> <p>Contractors are informed of the CREST's protocols in place</p> <p>CREST and contractor work together to ensure both protocols of contractor and CREST are followed</p> <p>All contractors must be accompanied at all times.</p>	Low
8			<p><u>Personal Protective Equipment</u></p> <p>People whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <p>If a person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	Low

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9			<p><u>Staff and attendees Travelling to Harmony Hall</u></p> <p>Staff and attendees are encouraged to walk or cycle where possible</p> <p>Staff and attendees are encouraged to read government advice Coronavirus (COVID-19): safer travel guidance for passengers</p>	Low
10			<p><u>Communicating new procedures to Staff and attendees</u></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a constantly changing situation</p> <p>Communications sent to user groups to inform them of the controls in place and what they are required to do, with signage put in place at drop off and pick up times</p> <p>Staff to be trained on premises Covid-19 policy and risk management prior to opening.</p> <p>For groups wishing to pay hire fees, contactless card payment and BACS payment options are available and cash transactions are discouraged where possible.</p> <p>Signage put up at points of access advising of 2m distance and of procedure once within the Hall.</p>	Low
11	Building not maintained/used without maintenance undertaken	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers <p>Anyone else who physically comes in contact with the building in relation to the work</p>	<p>Maintenance checklist used by the Health and Safety team as part of the Premises Health Checks has been updated.</p> <p>Electrical PAT Safety testing and other building compliance issues to be completed prior to opening.</p>	Low

Risk Rating : if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
1&2	Ensuring user-group compliance of Covid-19 policy to manage risk of transmission	1 – Meeting directly with group leaders to fully discuss policy and mitigation measures required where a medium risk exists.	Low	JS	Oct 2020	TBC	Joss Southcombe
		2 – Ongoing monitoring of groups where a medium risk exists to ensure mitigation measures are sufficient, group activities are compliant with the Covid-19 policy and any increased risk is addressed quickly.	Low	JS	Oct 2020	Ongoing	Joss Southcombe

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.