


COVID-19 RISK ASSESSMENT	
Slaithwaite Philharmonic	

Change Log			
Revision	Date	Description of changes	Name
1.0	09/08/20	Covid 19 Risk Assessment	
1.1	05/09/20	Changes to section 1	
1.2	06/09/20	Changes to section 1, 9	
1.3	31/8/21	Amended in response to national changes	
2.0	4.1.22	Section 1 – Lateral flow testing Section 9 – Masks in rehearsals for string players	

COVID 19 RISK MANAGEMENT MEASURES

Health and safety risk management measures appropriate to all aspects of the activity being assessed

This document has been produced in line with the risk assessment produced by the Slaithwaite Civic hall

- Management of Covid 19 situation, this risk assessment must be kept under review and adapted as required.
- Up to date guidance is available on the government websites. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- Daily running of rehearsal will be overseen by an appointed COVID Officer – A member of the committee has been nominated as the COVID Officer for each rehearsal to ensure that the procedures identified in this document and the risk assessments are being adhered to and relevant information is collected

Area: Civic Hall Communal Spaces including Entrances, Corridors, Stairways, Lifts, Kitchens, and Toilets

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures
Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below	<ul style="list-style-type: none"> • Possibility of contracting infection or passing it on. • Contamination from infected surfaces within the building 	Orchestra members	See below for specific actions
1. Attendees bring COVID-19 into the venue	<ul style="list-style-type: none"> • Possibility of contracting infection or passing it on. 	Orchestra members	<p>Members are asked to take a lateral flow test before each rehearsal. If a member has had a positive test and is within the isolation period they must not attend Rehearsals.</p> <p>Clear signs displaying information on attendance, by entering the rehearsal, members are confirming that they have no Covid symptoms.</p>
2. Access to the building	Potential for large numbers of visitors to spread the infection	Orchestra members	Access will be limited to tenants and regular hirers, who have provided a satisfactory risk assessment for their proposed activities and who have committed to upholding the Slaithwaite Civic Hall measures as set out in this risk assessment.

3. Entrances & exits	Risk of people congregating in key access points	Orchestra members	<p>Signage on the front and side door to remind people to respect individuals space.</p> <p>Main doors to be used for entry to the building and where there is a risk of groups/tenants mixing as sessions changeover, then hirers are expected to vacate their groups via the rear fire exits from Canalside or the Main Hall (to the right from the stage) – signs will be used to indicate this route.</p> <p>It may be necessary during larger rehearsals to stagger arrival times by section. This will be communicated via email and we ask players to arrive as close to this time as possible. During larger rehearsals members may be asked to remain seated and to leave in a given order.</p>
4. Lifts	Risk of transmission in a small space	Orchestra members	Lift use will be limited to one person at a time, or disabled people with carers in their bubble.
5. Stairwells	Risk of transmission as people cross on the main stairs which are less than 2 metres wide	Orchestra members	A give-way system will be used with priority for those going upstairs, keeping left. Those coming down should give-way and wait on the landing to allow those coming up to pass at a safe distance. Signs will be used to indicate this system.
6. Corridors	Risk of transmission as people cross on the ground floor corridor which is less than 2 metres wide	Orchestra members	Members are asked to move swiftly to the rehearsal room, to keep left and avoid gathering in the corridor.
7. Kitchen	Risk of transmission from shared crockery, surfaces, kettles, fridges and so on.	Orchestra members	Access to the kitchen will be 'out of bounds' for hirers, who will be asked to bring their own refreshments if needed.
8. Toilets	Risk of transmission in a small space	Orchestra members	<p>A maximum of one person in each toilet area at any one time will be allowed.</p> <p>Signage will be posted on toilet doors.</p>

			Paper towels are provided and frequent hand washing is encouraged. For groups, the hirer is responsible for managing the session to enable users to access the toilet and washing facilities without queues forming along corridors or stairs.
9. Face Coverings	Risk of people congregating and not socially distancing in communal areas	Orchestra members	Face masks should be worn when entering and exiting the building or moving around. We encourage string players to wear a mask when rehearsing. As a community space we are included in areas where they should be worn.

All Areas: Hygiene & Communications			
Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures
Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below	<ul style="list-style-type: none"> • Possibility of contracting infection or passing it on. • Contamination from infected surfaces within the building 	Trustees, Volunteers, Tenants, Hall Hirers and their Staff, Hall Users and other Visitors	See below for specific measures
10. Cleaning	Risk of touching surfaces where the virus may be live (within 72 hours)	As above	<p>Extra cleaning will take place to ensure that the Hall is cleaned between regular hirers, with a particular focus on high touch points including:</p> <ul style="list-style-type: none"> • Door handles • Handrails • Lift buttons and doors • Toilets • Light switches • Seating areas in the Main Hall • Tables and surfaces in meeting spaces • Kitchen facilities (for tenants only)
11. Hand Sanitiser	Risk of touching surfaces where the virus may be live (within 72 hours)	As above	Hand sanitiser will be provided in entrance areas and in the main meeting spaces within the Civic Hall as a supplementary measure, but not to replace handwashing as the main method of infection prevention.
12. Cleaning Responsibilities for Hirers	Risk of touching surfaces where the virus may be live (within 72 hours)	As above	<p>All hirers are expected to take responsibility for extra cleaning in the room they have hired, i.e. cleaning the space following the session, cleaning/sanitising surfaces and equipment where there is a risk of touching. Spray and wipes will be provided by the Orchestra and should be disposed of in the bags provided.</p> <p>Hirers will be allowed an extra 30 minutes following their booking to undertake cleaning without charge.</p>

<p>13. Test & Trace Communications</p>	<p>Possibility of contracting infection or passing it on.</p>	<p>As above</p>	<p>The Orchestra will keep a register for each rehearsal. Non-members details will be collected.</p> <p>A 'check-in' QR code will be displayed for member's use.</p> <p>Civic Hall tenants and hirers should inform the Civic Hall Chair (or nominated deputy) if they or their players display any of the Covid19 symptoms within 7 days of attending the Civic Hall:</p> <ul style="list-style-type: none"> • Persistent and new cough • High Temperature • Loss of Smell/Taste <p>If these symptoms develop whilst in the Hall, affected individuals should return home immediately and follow the government 'Stay at Home' guidance including taking a Covid 19 test.</p> <p>If the test is positive they will be supported by the NHS track and trace team as per Test & Trace Guidance https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>In addition, if the affected person has attended the Civic Hall within 7 days, they should inform the hirer or lead tenant who will endeavour to inform other staff, tenants and any visitors with whom the affected person had contact.</p> <p>In the event of an outbreak, the Trustees will arrange appropriate deep cleaning/disinfection measures in the areas used by the infected person. Tenants and regular hirers will be informed and may need to vacate parts of the building whilst this takes place.</p>
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Area: Main Hall and during rehearsal			
Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures
Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below	Possibility of contracting infection or passing it on. Contamination from infected surfaces within the building	Hirers and their users	See below for specific measures
14. Limits on Spaces	Possibility of contracting infection or passing it on.	Hirers and their users	<p>Players must make their way swiftly to their chairs.</p> <p>Chairs will be in place prior to the opening of the rehearsal room to all members.</p>
15. Ventilation	Risk of airborne infection in indoor spaces	Hirers and their users	<p>Open all doors to the Main Hall. Open all windows. The windows overlooking the street and the rear fire escape should be opened to increase natural ventilation upstairs. This is a vital part of minimising any potential transmission regardless of temperature. Players should bring additional layers so that they are comfortable during rehearsal</p> <p>Door-stops may be used for this but all fire doors must be closed following the session for safety reasons.</p>
16. Condensation / fluids	Risk of infection	Members	Wind and brass players must make sufficient provision for catching condensation/fluids which collect in their instruments.
17. Breaks	Possibility of contracting infection or passing it on.	Hirers and their users	<p>Breaks will be limited. Social distancing is encouraged at all time during breaks and outdoor areas should be used when possible.</p> <p>Players may bring their own refreshments but these should not be shared.</p>

Volunteers, Staff and First Aid/Fire Arrangements			
Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below	Possibility of contracting infection or passing it on. Contamination from infected surfaces within the building	Cleaner, trustees and volunteers	See below for specific measures
18. Cleaner	Risk of contamination from surfaces whilst cleaning	As above	<p>Suitable PPE will be provided for the Hall cleaner including:</p> <ul style="list-style-type: none"> • Disposable aprons • Disposable gloves • Disposable face covering (in cases where other people are in the Hall). <p>In general, the cleaner will not be expected to work whilst others are in the building, apart from regular tenants and their staff.</p> <p>The cleaner will be provided with additional cleaning materials if required.</p> <p>The cleaner will be provided with a checklist of 'high touch' areas which must be cleaned between every hire and will be asked to sign off the checklist following every cleaning session, for display in the Hall to give visible reassurance of hygiene measures to all tenants, hirers and users.</p>
19. Volunteers & Trustees	Risk of contamination whilst attending the building for maintenance or caretaking purposes	As above	<p>Instructions for furniture moves or other work activities throughout the building:</p> <ul style="list-style-type: none"> • Lifting and carrying equipment where necessary in close proximity should be undertaken whilst facing away from each other

<p>20. Fire Evacuation procedure</p>	<p>Possibility of contracting infection or passing it on.</p>	<p>All building users</p>	<p>Ensure new arrangements should not cause any confusion or conflict in the event of an evacuation</p> <p>Safe escape from the building is the overriding priority and users should vacate the building via fire exits in an orderly way, socially distancing wherever practicable.</p>
<p>21. First Aid</p>	<p>Possibility of contracting infection or passing it on.</p>	<p>First Aiders, Paramedics, Emergency services staff attending</p>	<p>Ensure First Aiders are up to date with the relevant risks associated with treating possible Covid-19 individuals, for example no mouth-to-mouth resuscitation to be used during CPR – instead use compression techniques throughout.</p>