

Omicron Covid -19 risk assessment.

England has moved to Plan B of the Covid -19 Autumn/Winter plan due to the rapid rise of the Omicron variant.

Risk assessment has been undertaken to identify hazards and determine actions to mitigate risk. These assessments and mitigation strategies are guided by government regulations which are subject to unpredictable change.

The following is consistent with government regulations as of **13/12/2021**

It is highly likely that further changes to national regulations will occur frequently and unpredictably. This guidance will be reviewed as and when indicated by changing national guidance.

<https://www.gov.uk/guidance/working-safely-during-covid-19>

Risk assessment

Hazard:	Coronavirus
Who is at risk:	All users, staff, contractors
When/where/what:	Points of increased congestion at access, egress, narrow corridors and toilets Actions to mitigate <ul style="list-style-type: none">• one way system on site• Hirers/leaders/tutors to remind attendees re avoiding queuing for toilets in narrow corridors.• Staggering start and finish times of classes.• Encourage users to leave site promptly at end of session.
	Transmission of Covid 19 increases in confined spaces (aerosol dispersal) Actions to mitigate <ul style="list-style-type: none">• Layout of seating set to avoid face to face wherever possible.• Second-hand book sale permitted to open• Common seating area closed• Ventilation- open windows and prop open doors (Do NOT prop open internal fire doors) to enhance air flow.• Maintain good air conditioning flow rates.• Kincaid hall has vaulted ceiling and air conditioning as added mitigation.• <i>Note when keeping doors and windows open need to bear in mind security of the site and users as well as the temperature as the colder weather approaches.</i>• Face coverings are once again legally required in most public indoor venues. Face coverings should worn at all times when moving about the buildings and visiting the office unless medically exempt.
	Transmission of Covid 19 through direct droplet spread Actions to mitigate <ul style="list-style-type: none">• Enhanced cleaning schedule focused on frequently touched

	<p>surfaces – door handles, tables</p> <ul style="list-style-type: none"> • Temporarily replace upholstered chairs with plastic chairs to allow enhanced cleaning. • Deep cleaning each day with additional periodic cleaning. • Enhanced weekend cleaning. • Cleaning materials available in all open rooms. • Provision of sanitiser stations at all entrances, in all toilet areas and sanitiser available in each open room. • Office safety screen to remain. Visitors must wear a mask when visiting the office. • Face coverings legally required in indoor public venues and should be worn when moving about the buildings and visiting the office. • Settlement employed tutors to be offered face shields. • Reduction in hand-to-hand transfer – email class handouts, online/phone booking and contactless/online-payment • When shared equipment in use provision of hand sanitiser to be used before and after use of equipment. • Additional waste bins. • Contingency planning to move classes online where possible for the Spring 2022 term
	<ul style="list-style-type: none"> • Hirers to review their activity risk assessments and ensure that they meet updated specific guidance.

Room layout and occupancy (general guidance)

Room	Maximum occupancy	Permitted occupancy	Any other configurations require a specific risk assessment to be agreed with Health & Safety
Brunt room	See updated fire occupancy charts	See updated fire occupancy charts	
Common Room	Closed	Closed	
Garden Room	See updated fire occupancy charts	See updated fire occupancy charts	
William room	Ditto	Ditto	
Room 1	Ditto	Ditto	
Spinks room	Ditto	Ditto	
Cruse room	Ditto	Ditto	
Kincaid Hall	120maximum. Sport /dance classes will have lower limits due to space needed for movement and equipment. Individual class/ activity assessment needed		
Green room	Closed	Closed	

Track and Trace

There is no longer a legal requirement to collect and retain contact details for attendees at any function or activity for the purposes of track and trace.

However, the government has advised using the QR code system to facilitate testing and tracing contacts. In addition

The Settlement has a QR code which is displayed at multiple sites across the Settlement buildings, and we encourage users including hirers to make use of this. Where a user does not have the facility to use the QR code function hirers are strongly advised to maintain a written record of attendee's details.

Subject to approval by parliament some events and businesses will be required by law to check the Covid status of attendees. Information currently available suggests that the Settlement will **NOT** be required to check the NHS Covid pass. This will be reviewed if guidance changes.

Face coverings.

Updated guidance indicates that by law unless medically exempt face coverings must be worn in indoor spaces.

These include

- **Community centres**
- **Members clubs**
- **Social clubs**
- **Concert halls**
- **Theatres**
- **Cultural & heritage sites**
- **Indoor sports halls**
- **Places of worship**

Face coverings cannot be worn when eating and drinking.

The above indoor space examples cover many of the activities that the Settlement provides/hosts

Isolation procedures

All tutors, hirers and attendees should be made aware not to enter the Settlement site if unwell. Signage will remain at entrances to act as reminders.

In addition, we request that all users of the Settlement **DO NOT ENTER** the site if they have been instructed to self-isolate because of a potential contact with an infected person.

Rules on self-isolation are changing due to the Omicron variant and are dependent on whether a person is double vaccinated or not.

From 14 December 2021 fully vaccinated persons identified as a contact of someone with Covid -19 - whether Omicron or not- should take a lateral flow test every day for 7 days to help slow the spread of Covid. If the lateral flow test is positive, then immediate self-isolation is legally required and a PCR test needs to be taken to confirm or not the presence of Covid.

