

Stage 4 risk assessment

All legal restrictions on social distancing and limits on the number of persons meeting have been lifted as of 19/7/2021.

Legal restrictions remain for those testing positive for coronavirus or instructed to self-isolate by test and trace.

However, the government expects and advises individuals and businesses only to open up slowly. Guidance has been issued to facilitate this.

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 **19/7/2021**

The actions in this document will be reviewed as government regulations change.

Updated 15/10/2021 to allow resumption of full numbers within fire safety limits. Hirers are strongly advised to use the facilities below maximum permitted numbers as added mitigation against Covid-19 transmission

<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">• Decision to limit occupancy of rooms to 2/3rd normal maximum occupancy. NOTE this is activity dependent.• 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.

	<ul style="list-style-type: none"> • <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> •
	<p>Transmission of Covid 19 through direct droplet spread</p> <p>Actions to mitigate</p> <ul style="list-style-type: none"> • Enhanced cleaning schedule focused on frequently touched surfaces – door handles, tables • 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. • Face coverings required in all common areas • Office safety screen to remain. Visitors must wear a mask when 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. •
	<ul style="list-style-type: none"> •

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.

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.

