

Morrell Room Covid-Secure Risk Assessment and Mitigations

30.8.20

- This COVID-19 Risk Assessment will be updated in the light of any new government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

Introduction.

There is one significant new risk (in addition to pre-existing risks) :- infection with Covid.

This is a risk for anyone using the Morrell Room, in any capacity; hirers, participants, caretaker, trustees, cleaners, other contractors, caretaker's family.

There are 3 main ways in which Covid can be transmitted.

1. From surfaces
2. Through the air
3. Through close contact with someone.

This risk assessment aims to mitigate that possibility.

There is also a responsibility to PREVENT Covid from entering the building. For this reason those with symptoms must stay away; and the Morrell Room management will need contact details for everyone who has used the premises, to ensure Test and Trace can be carried out.

This is directly, for hirers and contractors, and indirectly for participants (details kept by hirer).

Hirers are responsible for those who they bring to the Morrell Room.

Caretaker, committee, contractors are responsible for themselves.

- This risk assessment is for regular Morrell Room use, e.g. classes and private gatherings.
- A further risk assessment may be required for other events.

| Method of transmission | Mitigation |
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| From surfaces. Virus can stay on surfaces up to 72 hours (as far as anyone knows) | |
| General | |
| | <ul style="list-style-type: none"> • Anyone using the Morrell Room, in any capacity, sanitises their hands before entering, and after touching objects or their face, or blowing their nose. • Cleaning materials to be made available in clearly identified location. • Sanitisers in all rooms. • Clear instructions to Morrell Room users |
| Specific | |
| Light switches and door handles. | <ul style="list-style-type: none"> • Hirers are asked to wipe any light switches or door handles that have been touched by them or their clients before leaving the Morrell Room. |
| Chairs and tables Fabric covered chairs not possible to clean. | <ul style="list-style-type: none"> • Only cleanable chairs to be used. New chairs have been purchased for this reason. • Chairs will be wiped after use. • Caretaker puts out and clears away the chairs and tables. • Hirers are not permitted access to the chair cupboard. |
| Window cords and blind cords Virus may remain on cord. Hard to clean | <ul style="list-style-type: none"> • Window cords changed to washable ones. • Blinds cords hooked up so can't be used. |
| Curtains Virus may remain on fabric; hard to clean | <ul style="list-style-type: none"> • Remove draft excluder curtains - not possible to wash |
| Projector equipment | <ul style="list-style-type: none"> • User sanitises after use |
| Kitchen surfaces and equipment | <ul style="list-style-type: none"> • Kitchen only to be used by arrangement. • Paper towels and sanitiser in kitchen. • No tea towels. Only disposable cleaning materials. |
| Toilets, basins, mirrors. | <ul style="list-style-type: none"> • Regular cleaning. As far as possible, surfaces are wiped down between hirers. |
| Airborne: Virus is distributed through exhalation, fans etc. Not known how long survives. | |
| Caretaker and family home through the dividing door from the Morrell Room. | <ul style="list-style-type: none"> • Green room becomes a barrier between cloakrooms and Morrell room cottage. |
| Flushing toilet and hot air dryers can distribute airborne particles. | <ul style="list-style-type: none"> • Paper towels only in the toilets. Hot air dryers not to be used. • Signage to require toilet seat down before flushing. • Keep windows open at all times (those windows which open). |

| Method of transmission | Mitigation |
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| | <ul style="list-style-type: none"> • Ensure extractor fans are working. |
| Booking the Morrell Room | <ul style="list-style-type: none"> • At least 30 minutes will be required between bookings. |
| Human contact: Social distancing is mandated. 2m between people at all times, unless in same household; minimum 1m if no choice, but most places in the Morrell Room are sufficient for 2m distancing. | |
| General | |
| . | <ul style="list-style-type: none"> • Maximum 25 people generally allowed to use Morrell Room. This is the maximum that would allow the required distancing. Activities involving movement or exercise will, necessarily, mean fewer are able to meet safely. Estimated that maximum of 8 can use floor mats while socially distancing. • One entrance and one exit: users will enter the Morrell Room by the door nearest the church, and exit by the door nearest the High Street. The exception is if the lobby is being used by someone taken ill, in which case Morrell Room users should leave by the emergency double doors on the street side of the main hall. • Face coverings to be worn as per government guidance. |
| | <ul style="list-style-type: none"> • No one is permitted access to the Morrell Room unless they have made a booking, are attending a booked class with the knowledge of the hirer, or have the specific agreement of the Caretaker. |
| | <ul style="list-style-type: none"> • Hirers are asked to completely vacate the hall by the end of their booking, and not to arrive early. |
| | <ul style="list-style-type: none"> • Hirers are asked not to congregate by either door, inside or outside. |
| | <ul style="list-style-type: none"> • Hirers will be asked to ensure that their booking time includes sufficient time for set up and clear up allowing for social distancing. Hirers will not be charged for any extra set up and clear up time that needs to be included to ensure Covid-secure. |
| Pinch points | |
| Area outside both doors: risk of people hanging around after – or having to wait for admission. | <ul style="list-style-type: none"> • Cones to mark out 2m away from door. • Hirers required to arrive early to let people in. |
| Cloakroom area | <ul style="list-style-type: none"> • Only to be used for the toilets, not for any other reason. • When waiting for the toilet, maximum of 2 people to stand behind the line marked on the floor. |

| Method of transmission | Mitigation |
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| | <ul style="list-style-type: none"> • Toilet nearest Green Room not available for use, due to narrow area between that and the next toilet cubicle. |
| Corridor from cloakroom to main hall, used for people going into the hall, and going to the toilets. | <ul style="list-style-type: none"> • Only one person to be in the corridor at any time. |
| Green room and chair cupboard areas; not possible to socially distance | <ul style="list-style-type: none"> • No access permitted. • Access to cupboard area by arrangement with the caretaker. Only one person to be in that area at any time. |
| Sickness | |
| | <ul style="list-style-type: none"> • If anyone has been taken sick, with signs of Covid-19, after having used the Morrell Room, the hirer must notify the Caretaker, who will notify everyone who has used the Morrell Room during or after it was used by the person taken sick. • The Morrell Room will be closed for 72 hours after any risk of contamination and deep cleaned before re-opening. If can't be cleaned, won't re-open. |
| | <ul style="list-style-type: none"> • If someone is taken sick whilst at the Morrell Room, they should either leave immediately, or wait in the area by the High Street exit door. |
| General cleaning | |
| | <ul style="list-style-type: none"> • Ensure caretaker, and cleaners have appropriate PPE; masks, disposable aprons, disposable gloves. • Safe and regular emptying of all bins • Thorough, regular cleaning of main surfaces; minimum daily, when possible, between bookings. |
| Prevention | |
| Ensure no one brings the virus into the Morrell Room. | <ul style="list-style-type: none"> • Ensure Morrell Room users are clear about their responsibilities which includes not permitting access to anyone with symptoms such as cough, cold or temperature. |

MORRELL ROOM COVID-SECURE FLOOR PLAN

