

Covid Risk assessment for Harrogate Convention Centre based activities.

Assessment completed by: **Andrew Lane / Michael Constantine** Date of risk assessment: **June 2021** Review Period: As government guidance on Covid 19 changes

What are the hazards?	Who might be harmed, and how?	What are you already doing	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Contracting Covid19	Staff, public, contractors, guests attending the venue who may come into contact with others carrying the virus and becoming infected. Those staff with management approval as an exception i.e welfare issues.	HBC guidance is that all staff that can work from home are being requested to do so. Only those staff unable to undertake their role from home will be in the venue. All staff required to sign in on arrival, in addition swipe cards in use in some areas. Records retained for for track and trace purposes.	This will be kept under review as government guidance is amended.	Head of Ops	5 July 2021	2/7/21

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Contracting Covid19 High Risk Groups	Clinically vulnerable staff who are considered high risk. BAME & those living with vulnerable family members	Staff who are clinically vulnerable are being requested to work from home. Where staff in these categories are unable to work from home, individual reviews are being undertaken to ensure adequate mitigating measures can be applied in accordance with government guidance. BAME/those living with vulnerable are included in the RA process before their return to work.	A list of staff in these categories needs to be maintained and updated as government guidance changes	Head of Ops Line Managers	5 July 2021	
Contracting Covid19 Arrival	Staff, contractors, attending arrival time is scheduled in such a way that multiple attendees aren't present in a limited capacity location such as doorways.	Ensuring scheduled attendees are separated in time and space using the extent of the venue to minimize crowding at entrances. All visitors /contractors to book visits in advance and recorded on USI.	Ensure 'ad-hoc' arrivals are managed in so far as is possible to minimise crowding	All Managers enabling access All HCC staff	5 July 2021	

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Contracting Covid19 Funnelling	Areas of high footfall, bottlenecks, pinchpoints, lifts, where 2m social distancing is difficult or cannot be maintained.	Use of the lift will be restricted to one person at a time – this needs to be communicated to staff. Signage deployed to advise on the current messages around social distancing.	Staff to be reminded not to linger in communal areas such as tea points. Revise existing signage to 1 person per lift Building users to be instructed to clean all areas, workstations etc. before and after use	Head of Ops Venue Manager	5 July 2021	2/7/21
Contracting Covid19 Refreshments	Staff at increased risk of contracting Covid 19 when congregating to eat and drink.	Chairs at the tables in break out spaces and refreshment points limited to spread apart at 2m distance with number dependant on table size. Staff to eat away from venue or at desk.	Provide adequate and appropriate cleaning and sanitization materials in all locations.			
Contracting Covid19 Equipment use	Staff and colleagues from HBC due to the sharing of equipment; printers / staplers / microwaves / keyboards	All users to be instructed to clean all areas, workstations etc. before and after use Provide adequate and appropriate cleaning and sanitization materials in all locations.	Signage do not return anything into stock, to stationary etc. Provide cleaning materials for printers etc.	Head of Ops Venue Manager	5 July 2021	2/7/21

<p>Contracting Covid19 Lack of social distancing</p>	<p>Staff become infected due to non sperated contact with Visitors and contractors.</p> <p>Persons moving about the venue resulting in limited social distancing.</p>	<p>Contractor management arrangements in place for regular visits.</p> <p>All visitors /contractors to book visits in advance and recorded on USI.</p> <p>Special measures in place are advised at time of booking visit to ensure social distancing measures are addressed.</p> <p>When the venue is hosting public events face coverings will need to be worn when in public areas. (event days only). Staff, visitors and contractors will be advised prior and signage is in place.</p> <p>In reception and office areas perspex screens provided where 2m social distancing cannot be provided.</p> <p>As applicable mandatory face covering zones introduced in line with current guidance and signs installed</p>	<p>All contractors to sign in at Gatehouse where details are taken.</p> <p>Handout sheet is available advising of obligations HCCSOPCOVID.</p> <p>Documents are retained and made available for Track & Trace if requested.</p>	<p>Head of Ops Venue Manager</p>	<p>5 July 2021</p>	<p>2/7/21</p>
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Contracting Covid19 Ventilation	Staff, visitors, public, via the air flow around the building. Possible spread of virus via the air circulation system.	In offices or enclosed spaces open windows where fitted.	Set building ventilation to operate at 100% fresh air, no recirculation	Simon Noble	5 July 2021	Yes 1/7/21
Contracting Covid19 Customer Numbers	Staff, public, contractors, guests attending the venue who may come into contact with others carrying the virus and becoming infected.	Monitor number of occupants of the facility by way of in and out noting of numbers. Ensure on reaching occupancy maximum no further admittance is allowed until capacity has been reduced to allow further entry of building users. Ensure event organizer risk assessments and plans meet covid-19 event guidance	Whilst walking the floor as part of the normal routine's ensure social distancing etc is being maintained and review and discuss with colleagues and organisers if not.	Event planners Event organisers HBC EHOs	5 July 2021	2/7/21

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Contracting Covid19 Cleaning Regimes	HCC / HBC Staff, Contractors, Visitors, Contamination of surfaces.	<p>Use anti-bacterial spray and disposable paper roll to wipe down surfaces particularly door handles, phone, keyboard, taps, surfaces, two way radios. Staff and contractors are reminded to wash hands with soap and water for at least 20 seconds at regular intervals, when eating/drinking, removing face coverings and leaving and entering the workplace.</p> <p>Staff use of mobile phones and two way radios to communicate when on site, all devise to be regularly sanitized.</p> <p>All doors, swipe points, key pads, door handles, lift buttons and all touch points are especially vulnerable, so require regular sanitisation.</p>	Regularly remind colleagues, contractors and visitors. Signage deployed throughout.	<p>Head of Ops briefing - staff</p> <p>Event Organisers – event attendees</p> <p>Venue Manager – cleaning regimes</p>	5 July 2021	2/7/21

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Contracting Covid19 Cleaning Regimes	Members of the public and visitors, Contamination of surfaces.	All Staff, contractors and visitors are required to use hand sanitiser on entry to the site Hand sanitizer provided at all entrance points They are also reminded to wash hands with soap and water for at least 30 seconds at regular intervals, when eating/drinking, using washrooms, removing face coverings and leaving and entering the building. At cash accepting points hand sanitizer is made available.	Regularly make tannoy announcements to remind those present regarding guidance	Venue Manager Event Organisers Catering Team	5 July 2021	2/7/21

<p>Contracting Covid19 Cleaning Regimes</p>		<p>Cleaning schedule in place alongside the Housekeeping Way Forward – Covid 19</p> <p>Regular refreshing of hygiene wipes/dispensers/sprays through out building at agreed intervals as listed in documentation.</p> <p>Front Of House and Housekeeping to monitor and ensure signage remains current and in good order</p> <p>Building users to be instructed to clean workstations before and after use</p> <p>Housekeeping to ensure hand sanitizer stations are located at entrances and areas of significant throughput. Regular monitoring and refilling of individual hand sanitizer bottles also to take place.</p>	<p>Review with cleaning manager to ensure that high contact areas are regularly cleaned and all areas are considered i.e. lift buttons / door relase buttons etc</p> <p>In event of a report of COVID 19 potential infection spread, the procedure followed align with national test and trace requirements.</p> <p>Cleaning to be monitored, initially on a daily basis.</p>			
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Contracting Covid19 Meeting Rooms	Staff, visitors, contractors may be infected as they have been within 2m of others or from contaminated services.	Meetings to be conducted in line with the current guidance – primary HBC control is for meetings to be held via Teams Where this is not possible social distancing guidance must be strictly followed, 2m spacing and no face coverings, 1m + (screens and side by side, rather than facing).	Layout meeting rooms / areas to social distancing guidelines. Review max capacity per room Tables, chairs and equipment to be wiped down between each use by HSK	Head of Ops All Managers Venue Manager	5 July 2021	2/7/21
Contracting Covid19 Deliveries	Deliveries	Ensure social distancing is maintained when receiving deliveries	Continued staff briefings	Head of Ops	5 July 2021	2/7/21
Contracting Covid19 First Aid	First-Aid, going within 2m distance to treat a patient. This could put the first aider and the patient at risk of becoming infected.	First aid boxes equipped to updated HSE guidance on Covid Secure standards	Update appointed first aiders on action they should take when dealing with a patient.	All Managers and event planners , along with organisers.	5 July 2021	2/7/21

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).