

Covent Garden Dragon Hall Trust

Risk Assessment for Commercial Room Hire

Activity: Room Hire during Covid-19 Pandemic
 Leader: Room Hire manager
 Other Staff: n/a
 Date: 26/04/21



Activity	What are the	What are the	Risk Level	Who might be	Control measures	Risk level	Further Action?
Commercial Room Hire	People- Potential for transmission.	Contracting covid-19 from interaction with others.	H	Hirers and Staff members.	<ol style="list-style-type: none"> 1. Staggering entrance of individuals. 2. Face Coverings are compulsory when in the building. 3. Hand sanitisation at the entrance to the building. 4. Limiting the number of people in any room to allow for social distancing. 5. Cleaning products available to hirers to wipe-down contact surfaces before and after use. 6. Increased in-house cleaning routine. 7. Adding Padding time between hirers to deep clean the rooms before the next client enters. 8. A staff member will be on the door and patrolling the building enforcing covid-19 protocols. 9. Multiple hand sanitising stations in the building available to clients and staff. 	M	After ~ 3 months the policies will be reviewed and any new government guidance will be introduced. Using data collected from Hirer and Staff Questionnaires we will improve protocol and deal with any issues that arise.
Commercial Room Hire	People- Some staff or Hirers may be more vulnerable to complications associated with COVID-19	Contracting Covid-19	H	Hirers and Staff.	<ol style="list-style-type: none"> 1. Staff /Hirers have been asked to let their manager/member of staff know if any of the medical conditions listed in the NHS link provided below apply to them or anyone in their household. Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ For those with 'high risk' medical conditions, they need to stay at home (working from home where technology allows) and shield. 2. Where staff have 'moderate risk' medical conditions they should work from home where they can. If they can't work from home, but are usually fit and well, they can come to work - but they should not do particular activities including the provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. Where possible, those with 'moderate risk' conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. 	L	N/A
Commercial Room Hire	People- Specific activities hirers are doing in the rooms. Activities such as Dancing and Singing compared to meetings and presentations are higher risk because they usually involve large groups of people from different households coming together. Exertion and proximity also make dancing and singing higher risk for contracting the Covid-19 virus.	Transmitting and/or contracting Covid-19.	M	Hirers and Staff	<ol style="list-style-type: none"> 1. Capacity for the rooms have been altered to adhere to Social Distancing regulations. 2. Limiting the number of performers as much as possible 3. Limiting the number of audience members, noting that capacity should be maintained at a level that allows social distancing to be maintained. 4. Limiting the duration of social interaction opportunities i.e. rehearsals or performances as far as possible. 5. Taking steps to improve ventilation as far as possible and whenever possible, both through the use of mechanical systems and opening windows and doors. 6. Taking steps to encourage audiences to support the overall safety of the event, including discouraging activities which can create aerosol (such as shouting, chanting and singing along), seating individuals rather than allowing them to stand (to help maintain social distancing). 	L	N/A
Commercial Room Hire	People- Someone develops COVID-19 symptoms whilst at Dragon Hall	Contracting Covid-19	M	Hirers and staff	<ol style="list-style-type: none"> 1. If anyone becomes unwell with a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home and they are advised to follow the Staying at Home advice from the government. 2. If the individual is awaiting collection, they are moved to a room where they can be isolated behind a closed door. Where possible, a window is opened for ventilation. 3. If the individual needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. 4. If contact with the individual is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 5. If the individual needs to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 6. We will call 999 if they are seriously ill or injured or their life is at risk. 7. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. 8. Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. 9. Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. 10. Any waste items associated with the individual, including PPE should be double-bagged and stored safely for 72 hours before placing in the normal waste 11. Where an individual tests positive for Coronavirus, the rest of their group will be notified using the track and trace details collected and should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the person or staff member they live with in that group subsequently develops symptoms. 	L	N/A
Commercial Room Hire.	The Building- The potential for transmission of virus droplets from surfaces to the hands and then to the face.	Contracting Covid-19	H	Hirers and staff	<ol style="list-style-type: none"> 1. On arriving at Dragon Hall all staff and Hirers are required to wash their hands or apply hand sanitiser. 2. Information posters are displayed in every room, at the main entrance, places visible to those entering and exiting the building, hallways and in all toilets 3. On arriving at Dragon Hall, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. 4. Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. 5. Prior to visits by contractors, discussions about requirements and contractor requirements relating to relevant controls, including hand washing take place. 6. All staff are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes. 7. Where a sink is not nearby, hand sanitiser is provided Soap, paper towels (where used) and hand sanitiser are regularly replenished. 8. First aiders have access to local handwashing facilities/hand sanitiser. 9. Staff, Hirers and contractors use their own pens and stationery where possible, not sharing items with others. The hire of equipment such as microphones and flipchart with pens has been suspended. 10. Resources which are not easily washable or wipeable have been removed. 11. Increased cleaning of frequently touched surfaces using standard cleaning products. Including supplying cleaning products for hirers to wipe down surfaces before and after use. 12. Sufficient time is available for the enhanced cleaning regime to take place between hirers. 	L	N/A
Commercial Room Hire.	The Building- Routine cleaning of communal areas	Contracting Covid-19	M	Hirers and staff	<ol style="list-style-type: none"> 1. For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place: 2. A Premises Officer will be tasked to ensure that all tables, chairs, door handles and surfaces are cleaned with cleaner at the beginning and end of each day as well as between hirers arriving. 3. Disposable gloves are provided for staff/contractors 4. Staff wash their hands when they have finished their task and dispose of the gloves. 5. Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. 	L	Hirers and staff will have the opportunity to give feedback on the cleaning procedures. A MailChimp Questionnaire about Hirers' experience will be sent after their booking. Staff will also receive a Questionnaire they can fill in. This data will then be used to improve any cleaning system we have in place.
Commercial Room Hire	The Building- Fire Evacuation Fire Doors Fire Evacuation Fire Doors	Contracting Covid-19	M	Hirers and staff	<ol style="list-style-type: none"> 1. We will review fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. 2. We will ensure that we have agreed places in the Fire assembly point that are socially distanced for staff and Hirers to maintain social distance if evacuated. 3. Staff and hirers will be informed of places to line up in the event that the fire alarm goes off. 4. We will not run an evacuation test during partial lockdown until services have resumed as normal before doing this again. 5. Have in place procedures for regular cleaning of the areas of the door most frequently made contact with. 	L	N/A
Commercial Room Hire	The Building- Limited space available to maintain social distance in certain areas of the building.	Transmitting and/or contracting Covid-19.	H	Hirers and staff	<ol style="list-style-type: none"> 1. Signage will inform hirers and staff that when using a narrow section of corridor, stairs or doorway movement should be staggered. 1 Person should pass while the other waits in a larger area until the person has passed to maintain social distance. 2. A Premises Officer will be on Duty during any commercial hire to support hirers in moving around the building safely. 	M	N/A