

COVID 19 HEALTH AND SAFETY RISK ASSESSMENT FORM

| COVID 19 RISK MANAGEMENT MEASURES |
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| Health and safety risk management measures appropriate to all aspects of the activity being assessed |
| <ul style="list-style-type: none"> • Management of Covid 19 situation, this risk assessment must be kept under review and adapted as required. • Up to date guidance is available on the government websites. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 |

| Area: The Carlile Institute Communal Spaces including Entrances, Corridors, Stairways, Lifts, Kitchens, and Toilets | | | |
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| Hazards identified | Risks to health and safety | People at risk | Health and safety risk management measures |
| Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below | <ul style="list-style-type: none"> • Possibility of contracting infection or passing it on. • Contamination from infected surfaces within the building | Trustees, Volunteers, Tenants, Room Hirers and their Staff, room Users and other Visitors | See below for specific areas of the building |
| 1. Access to the building | Increased number of people accessing the building | As above | Access will be permitted for those requiring access to the building using the implemented and marked out one way system. This permits members of the public to use the Post Office and Library, whilst other users will be required to follow the markings laid out to access other facilities within the property. |
| 2. Entrances & exits | Risk of people congregating and not socially distancing in key access points | As above | Signage on front and side door to remind people to respect social distancing. Tape markers in areas of high traffic to mark 1m+ distance |

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| | | | <p>Tenants will be advised when regular session times agreed with room hirers to enable them to stagger their movements to avoid unnecessary contact.</p> <p>The Carlile Street entrance is the designated entry point. The entrance on Huddersfield Road is the designated exit point.</p> <p>Clearly marked navigation within the Post Office and Library area will create a footfall flow which is efficient, but Covid safe.</p> <p>Hirers are expected to vacate their groups via the one-way system and out of the Huddersfield Road entrance. Floor markings will be used to indicate this route.</p> |
| 3. Lifts | Risk of transmission in a small space | As above | Lift use will be limited to one person at a time, except for parents with a pram and small children in their bubble, or disabled people with carers in their bubble. |
| 4. Stairwells | Risk of transmission as people cross on the main stairs which are less than 2 metres wide | As above | A one-way system is to be used which should remove the possibility of users going up and down staircases. Signs will be used to indicate this system. |
| 5. Corridors | Risk of transmission as people cross on the ground floor corridor which is less than 2 metres wide | As above | <p>A one-way system is to be used which should remove the possibility of users going crossing in corridors. Compliance will be monitored and Hirers of rooms will be asked to remind their attendees of these exit protocols when they leave.</p> <p>Floor signs will be used to indicate this system. Signage will be used to remind users of social distancing protocols.</p> |
| 6. Kitchen | Risk of transmission from shared crockery, surfaces, kettles, fridges and so on. | As above | <p>Access to the kitchen will be 'out of bounds' for hirers, who will be asked to bring their own refreshments if needed.</p> <p>Use of the Post Office kitchen will be limited to staff working for Kirklees Libraries and Meltham Post Office, the sole ground floor tenants. They're reminded to only use the facility at a maximum of one person at any one time, and to be responsible for cleaning kitchen surfaces and facilities between uses.</p> |

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| | | | <p>Contract cleaning services will undertake deep cleans of this area on a regular basis.</p> <p>Tenant staff are asked to wash hands or sanitise before and after touching communal facilities e.g. kettles, fridges, kitchen cupboards, bins. Sanitiser is provided throughout the building.</p> |
| 7. Toilets | Risk of transmission in a small space | As above | <p>A maximum of one person in each toilet area at any one time will be allowed.</p> <p>Signage will be posted on toilet doors.</p> <p>Frequent handwashing is encouraged. For groups, the hirer is responsible for managing the session to enable users to access the toilet and washing facilities without queues forming along corridors or stairs.</p> <p>Contract cleaners are employed to undertake thorough cleaning at regular schedules.</p> |
| 8. Face Coverings | Risk of people congregating and not socially distancing in communal areas | As above | <p>The use of face coverings is strongly encouraged in public places where people may meet more people than they normally come into contact and where it may not be easy to practise social distancing. This is inline with current Government guidance.</p> <p>The use of rooms for particular sessions will dictate the appropriateness of face coverings. E.g. yoga Vs a meeting</p> <p>Hirers and tenants may choose to make the use of face coverings mandatory for their users/staff when entering and leaving the building, and potentially during sessions, to provide added reassurance to their users. This should be considered in the Hirer's own risk assessment.</p> |

| Area: The Carlile Institute Business Centre | | | |
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| Hazards identified | Risks to health and safety | People at risk | Health and safety risk management measures |
| Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below | <ul style="list-style-type: none"> • Possibility of contracting infection or passing it on. • Contamination from infected surfaces within the building | Trustees, Volunteers, Tenants, Room Hirers and their Staff, room Users and other Visitors | See below for specific areas of the building |
| 9. Access to the building | Increased number of people accessing the building | As above | <p>Access is restricted, as always has been, through a coded keypad.</p> <p>Access is encouraged through the front door and to leave by the rear door during busy periods.</p> <p>Tenants have been informed of this. Tenants are reminded that they need to undertake their own risk assessment.</p> |
| 10. Entrances & exits | Risk of people congregating and not socially distancing in key access points | As above | <p>Signage on front and side door to remind people to respect social distancing.</p> <p>Tape markers in areas of high traffic to mark 1m+ distance</p> <p>Tenants are part of a WhatsApp group to share when they as individual companies will be in/out of the office</p> <p>Tenants have been informed of this. Tenants are reminded that they need to undertake their own risk assessment.</p> |
| 11. Corridors | Risk of transmission as people cross on the ground floor corridor which is less than 2 metres wide | As above | <p>Volumes of traffic within the Business Centre is low, given the nature of the property and the activity undertaken.</p> <p>Signage will be used to remind users of social distancing protocols.</p> |

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| | | | Tenants have been informed of this. Tenants are reminded that they need to undertake their own risk assessment. |
| 12. Kitchen | Risk of transmission from shared crockery, surfaces, kettles, fridges and so on. | As above | <p>Access to the kitchen will be maintained for Business Centre users.</p> <p>Use of the kitchen will be limited to staff working for within the Business Centre. They're reminded to only use the facility at a maximum of one person at any one time, and to be responsible for cleaning kitchen surfaces and facilities between uses.</p> <p>Contract cleaning services will undertake deep cleans of this area on a regular basis.</p> <p>Tenant staff are asked to wash hands or sanitise before and after touching communal facilities e.g. kettles, fridges, kitchen cupboards, bins. Sanitiser is provided throughout the building.</p> |
| 13. Toilets | Risk of transmission in a small space | As above | <p>A maximum of one person in each toilet area at any one time will be allowed.</p> <p>Signage will be posted on toilet doors.</p> <p>Frequent handwashing is encouraged. Tenants should consider their use of the facilities when they have visitors. Tenants are reminded to follow track and trace protocols and maintain up to date documentation and contact details for guests they may have on-site.</p> <p>Contract cleaners are employed to undertake thorough cleaning at regular schedules.</p> |
| 14. Face Coverings | Risk of people congregating and not socially distancing in communal areas | As above | <p>The use of face coverings is strongly encouraged in public places where people may meet more people than they normally come into contact and where it may not be easy to practise social distancing. This is inline with current Government guidance.</p> <p>Tenants may choose to make the use of face coverings mandatory for their users/staff when entering and leaving the building, and potentially during meetings, to provide added reassurance to their</p> |

guests, staff and visitors. This should be considered in the tenants own risk assessment.

All Areas: Hygiene & Communications

| Hazards identified | Risks to health and safety | People at risk | Health and safety risk management measures |
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| Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below | <ul style="list-style-type: none"> • Possibility of contracting infection or passing it on. • Contamination from infected surfaces within the building | Trustees, Volunteers, Tenants, Hall Hirers and their Staff, Hall Users and other Visitors | See below for specific measures |
| 15. Cleaning | Risk of touching surfaces where the virus may be live (within 72 hours) | As above | <p>Extra cleaning will take place to ensure that the Hall is cleaned between regular hirers, with a particular focus on high touch points including:</p> <ul style="list-style-type: none"> • Door handles • Handrails • Lift buttons and doors • Toilets • Light switches • Seating • Tables and surfaces in meeting spaces • Kitchen facilities (for tenants only) |
| 16. Hand sanitiser | Risk of touching surfaces where the virus may be live (within 72 hours) | As above | <p>Hand sanitiser will be provided throughout the building as a supplementary measure, but not to replace handwashing as the main method of infection prevention.</p> <p>Sanitiser levels are monitored by a third-party supplier on a fortnightly basis.</p> <p>Hirers are expected to provide hand sanitiser for their users and encourage them to use it within sessions, preferably on arrival and before leaving the building.</p> |
| 17. Cleaning Responsibilities for Hirers | Risk of touching surfaces where the virus may be live (within 72 hours) | As above | All hirers are expected to take responsibility for extra cleaning in the room they have hired, i.e. cleaning the space following the session, |

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| | | | <p>cleaning/sanitising surfaces and equipment where there is a risk of touching.</p> <p>Hirers must keep the area tidy and remove any litter etc. The room must be left in the condition it was found.</p> <p>Hirers will be allowed an extra 30 minutes following their booking to undertake cleaning without charge.</p> |
| <p>18. Test & Trace Communications</p> | <p>Possibility of contracting infection or passing it on.</p> | <p>As above</p> | <p>All hirers must keep records of all session participants on each date they attend the Hall along with contact details in the event they need to be contacted following an outbreak, to be kept for 21 days before they are securely destroyed. The hirer must also provide their own contact details through the online booking process. Richard Noon will manage those contact details and will act as communications co-ordinator in the event of an outbreak.</p> <p>Carlile tenants and hirers should inform Richard Noon, or member of the management group if they or their staff/users experience any of the Covid19 symptoms within 7 days of attending the Carlile Institute:</p> <ul style="list-style-type: none"> o Persistent and new cough o High Temperature o Loss of Smell/Taste <p>If these symptoms develop whilst in the Carlile, affected individuals should return home immediately and follow the government ‘Stay at Home’ guidance including taking a Covid 19 test.</p> <p>If someone is particularly unwell, or unable to get home, please use the kitchen facilities to rest the individual and call 999 if it is an emergency, then inform Richard Noon.</p> <p>If a test is positive they will be supported by the NHS track and trace team as per Test & Trace Guidance https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</p> <p>In addition, if the affected person has attended the Carlile Institute within 7 days, they should inform the hirer or lead tenant who will</p> |

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| | | | <p>endeavour to inform other staff, tenants and any visitors with whom the affected person had contact.</p> <p>In the event of an outbreak, the management committee will arrange appropriate deep cleaning/disinfection measures in the areas used by the infected person. Tenants and regular hirers will be informed and may need to vacate parts of the building whilst this takes place.</p> |
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| Area: Offices (Tenants) | | | |
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| Hazards identified | Risks to health and safety | People at risk | Health and safety risk management measures |
| Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below | <p>Possibility of contracting infection or passing it on.</p> <p>Contamination from infected surfaces within the building</p> | Tenants and their Staff | See below for specific measures |
| 19. Use of Tenant Offices | <ul style="list-style-type: none"> • Possibility of contracting infection or passing it on. • Contamination from infected surfaces within the building | <ul style="list-style-type: none"> • Users of the offices | <p>Tenants are responsible for undertaking their own risk assessment to cover staff and visitors within their rented space. This should be shared with the Richard Noon. Tenants are also asked to commit to following the measures in this risk assessment, following discussion regarding any areas of concern.</p> <p>Advice to tenants and their staff as per Government's 'Stay Alert' guidance, ie:</p> <ul style="list-style-type: none"> • Work from home whenever possible, with a rota system for staff to attend the office only as necessary • Maximum numbers of people allowed per office as determined by the tenant's own risk assessment • Employees to ensure that good hygiene is followed – washing hands for 20 seconds and not touching face or eyes whilst in the building • Sanitiser and desk wipes to be provided for staff in addition to daily cleaning and handwashing • Employees to ensure that coughs/sneezes are caught in tissues • Abide by social distancing guidelines • Stagger working arrangements, e.g. early/late shift patterns • In the spirit of protecting our wider Carlisle Community, please share information accordingly through WhatsApp groups e.g. visitors |

| Area: Main building – Post Office, Library Jubilee Room, Community Room, Edward Brook Room and communal areas | | | |
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| Hazards identified | Risks to health and safety | People at risk | Health and safety risk management measures |
| Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below | Possibility of contracting infection or passing it on. Contamination from infected surfaces within the building | Hirers and their users | See below for specific measures |
| 20. Limits on Spaces | Risk of breaching social distancing in meeting spaces | Hirers and their users | <p>Maximum numbers allowed to hire spaces as follows, in line with industry guidelines for exercise classes (min 3m² per person)</p> <ul style="list-style-type: none"> • Jubilee Room – maximum of 16 people including instructors/leaders for exercise-based classes • Jubilee Room – maximum of 20 people in total for non-exercise based gatherings – face coverings should be encouraged. • Community Room – maximum of 12 people in total (no strenuous exercise-based classes permitted in this room, e.g. Boot Camp, but small Yoga classes are permitted – the Jubilee Room must be booked for those). • Edward Brook Room – between 8-12 people in total depending on nature and layout of activity (no exercise based classes permitted in this room – the Main Hall must be booked for those). <p>Hirers are responsible for ensuring that social distancing measures are in place for their sessions, including spacing of chairs/tables/exercise mats or other clear methods of indicating the necessary distancing requirements.</p> |

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| | | | <p>Hirers must ensure that their users make their way swiftly to their nominated positions and do not gather socially at less than 1 metre apart.</p> <p>No bookings will be taken for parties or concerts for the foreseeable future, until government guidance indicates this is safe to consider.</p> <p>The capacity levels will be reviewed at any time at which further guidance is provided by the Government or Public Health (Government or Kirklees).</p> <p>If we're unable to facilitate a booking due to occurrences outside our control, we will communicate it as soon as practically possible. We will not be liable for any expenses incurred.</p> |
| <p>21. Ventilation</p> | <p>Risk of airborne infection in indoor spaces</p> | <p>Hirers and their users</p> | <p>Hirers are encouraged to open doors to the Jubilee and other rooms. Opening windows are to be installed ahead of the reopening of the Carlile Institute. We encourage these windows to be open for any activity to improve air flow and ventilation.</p> <p>Door-stops may be used for this but all fire doors must be closed following the session for safety reasons.</p> |

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| Volunteers, Staff and First Aid/Fire Arrangements | | | |
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| <p>Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below</p> | <p>Possibility of contracting infection or passing it on.</p> <p>Contamination from infected surfaces within the building</p> | <p>Cleaner, trustees, handymen, contractors and volunteers</p> | <p>See below for specific measures</p> |
| <p>22. Cleaner</p> | <p>Risk of contamination from surfaces whilst cleaning</p> | <p>As above</p> | <p>Suitable PPE cleaners must wear:</p> <ul style="list-style-type: none"> • Disposable aprons • Disposable gloves • Disposable face covering (in cases where other people are in the building). <p>In general, our cleaners will not be expected to work whilst others are in the building, apart from regular tenants and their staff.</p> <p>The cleaner will provide additional cleaning materials as required.</p> <p>The cleaner will be provided with a checklist of ‘high touch’ areas which must be cleaned between every hire and will be asked to sign off the checklist following every cleaning session, for display in the Carlile Institute to give visible reassurance of hygiene measures to all tenants, hirers and users.</p> |
| <p>23. Volunteers & Trustees</p> | <p>Risk of contamination whilst attending the building for maintenance or caretaking purposes</p> | <p>As above</p> | <p>Instructions for furniture moves or other work activities throughout the building:</p> <ul style="list-style-type: none"> • Lifting and carrying equipment where necessary in close proximity should be undertaken whilst facing away from each other • The use of face coverings should be worn where people have to face each other • When moving around be aware of your surroundings to maintain the 2-metre rule from other users of the building |

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| <p>24. Fire Evacuation procedure</p> | <p>Possibility of contracting infection or passing it on.</p> | <p>All building users</p> | <p>Ensure new arrangements should not cause any confusion or conflict in the event of an evacuation</p> <p>Safe escape from the building is the overriding priority and users should vacate the building via fire exits in an orderly way, socially distancing wherever practicable.</p> <p>Hirers and tenants should ensure social distancing whilst waiting in the evacuation area to remind people if they gather too closely together.</p> |
| <p>25. First Aid</p> | <p>Possibility of contracting infection or passing it on.</p> | <p>First Aiders, Paramedics, Emergency services staff attending</p> | <p>Ensure First Aiders are up to date with the relevant risks associated with treating possible Covid-19 individuals, for example no mouth-to-mouth resuscitation to be used during CPR – instead use compression techniques throughout.</p> |

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