



## COVID-19 RISK ASSESSMENT

### Important Notes:

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

The potential mitigations are in three categories colour coded as follows:

**Red – Actions based on Government advice (i.e. should be considered mandatory).**

**Orange – Actions that are strongly recommended.**

**Green – Actions that you might like to consider.**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.</p>	<p>Cleaning surfaces infected by people carrying the virus.  Disposing of rubbish containing tissues and cleaning cloths.  Deep cleaning premises if someone falls ill with COVID-19 on the premises.  Occasional Maintenance workers.</p> <p>Staff office for management is a relatively small space.</p>	<p><b>Stay at home guidance if unwell at entrance and in any of the rooms. Staff/volunteers provided with protective overalls, plastic or rubber gloves &amp; face mask. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></p> <p>Move office desks apart to comply with 2-metre rule and open windows as necessary. Frequently cleaning and disinfecting objects and surfaces that are touched regularly, (especially desks, door handles, alarm panel, light switches, computer keyboards, phones and office machines etc.), using appropriate cleaning products and methods.  Hand sanitiser gel, tissues, disposable gloves and cleaning cloths/materials are provided.</p> <p>Visitors to the office will be encouraged to make contact by email or telephone and asked</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>

		<p>not to enter the office.</p> <p>Staff to be reminded to catch coughs in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	
<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p><b>Staff in the vulnerable category are advised not to attend work for the time being.</b></p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. Photo ID lanyards to be worn by staff, trustees &amp; volunteers making them easily recognisable by organisers, visitors and contractors to the Curzon Centre.</p> <p>It is important people know they can raise concerns.</p>
<p><b>Organisers of Classes/Activities &amp; Resident Hirer</b> Identify what situations might cause transmission of the virus.</p> <p>Social distancing requirements and limit on group sizes of 6.</p>	<p>Cleaning surfaces at high risk from people passing on COVID-19 before and after their class/activity. Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Confusion among hirers. Risk is people attending in</p>	<p><b>Stay at home guidance if unwell at entrance and in any of the rooms.</b></p> <p>Regular users will be required to clean all areas/objects and surfaces that are touched regularly before and after each class/activity. These areas will be identified by red tape and on a laminated check list visible in each room.</p> <p><b>Ensure hirers understand the limit on group sizes (if people</b></p>	<p>Regular users will be given an initial cleaning pack which they will need to replace at their own cost once it runs out.</p> <p>Rubbish bins are provided in the Curzon Centre and there is a large Biffa bin next to the basketball court that is available for waste.</p> <p>Event organisers are not expected to ask about people’s domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle,</p>

Risk to hirers/event organisers and to those attending the hall	groups mingle with others not in their group, which is unlawful and may worry other users.  Risk of virus spread to all attending an activity or event, rather than one group of $\leq 6$ .	attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this. Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.	ie mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.
<b>General Public</b>	General public using the Curzon Centre for classes/activities.	Special measures have been put in place at the Curzon Centre which the general public must follow to ensure good social distancing and hygiene. Full details are shown in the individual rooms/areas below.	Hirers to ask everyone who attends the Curzon Centre to use the NHS QR poster (at the Curzon Centre entrances and in each room) to register their attendance.
<b>Car Park/paths/exterior areas</b>	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
<b>Main &amp; side entrance, main &amp; side foyer, corridors &amp; alarm cupboard</b>	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	No waiting in any foyer / entrance areas -organisers to get users from outside area once their session is ready to start. On entry each user is to use hand sanitiser gel provided in automatic wall dispensers. Organisers to ensure social distancing is adhered to at all	Hand sanitiser needs to be checked daily, and batteries replaced when required. Provide bins, in entrance hall, each meeting room. Empty regularly. There is a Biffa bin next to the basketball court that is also available for waste.

		<p>times. A queuing system may be necessary. Face Masks are required to be worn in entrance areas. Door handles, light switches etc. to be cleaned by the Curzon Centre cleaner at the beginning of every day. Regular users will be required to clean all areas/objects and surfaces that are touched regularly before and after each class/activity. These areas will be identified by red tape and on a laminated check list visible in each room. Fabric chairs to be cleaned with fogger, some chairs will not be available to allow for correct social distancing.</p> <p>The Curzon Centre has a digital thermometer available. Hirers may wish to use it to take all participants temperature when they enter the building.</p>	<p>Regular users will be required to initial a form, (fixed on the door of each room they have used), to confirm that they have cleaned down all areas that are marked with red tape.</p> <p>Reminder not to forget to wipe the alarm panel regularly and use the hand sanitiser when locking up/leaving the building.</p> <p>The digital thermometer will be stored in the main kitchen next to the first aid kit. If participants temperature is higher than normal then they should not enter the Curzon Centre. Please wipe thermometer and replace after use.</p>
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<p><b>Page Hall</b></p>	<p>Several different hirers can use the Page Hall in one day  Door handles, light switches, window catches, tables, chair backs and arms, windows, curtains or blinds are all potential areas for transmission of COVID-19.  Social distancing to be observed.  Potential cross over of different groups when class/activities start and finish.</p>	<p>Regular users will be required to clean all areas/objects and surfaces that are touched regularly before and after each class/activity. These areas will be identified by red tape and on a laminated check list visible in each room. Fire Exit Door to be used for exiting after class to avoid cross over with next group.  Hand sanitiser gel provided in automatic dispenser at Fire Exit Door. Noise levels to be kept to a minimum to discourage shouting  Bean bags or such (nothing sticky) to be used if necessary to mark out safe distance areas.  Open windows and non internal fire doors where possible to allow flow of fresh air.  Daily deep clean by Curzon Centre Cleaner.</p>	<p>Regular users will be required to initial a form, (fixed on the door of each room they have used), to confirm that they have cleaned down all areas that are marked with red tape.</p> <p>Hand sanitiser dispenser needs to be checked daily, and batteries replaced when required.</p> <p>Maximum capacity for high level activity is 32 people or 175 people theatre style or 100 people sitting at tables.</p> <p>Hirers responsibility to close all windows and doors and set the alarm before leaving the Curzon Centre.</p>
<p><b>Toilets/Disabled Toilet</b></p>	<p>Social distancing difficult.  Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc.  Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.  Engaged/Vacant signage at entrance to limit number of people within these areas.  Signage to build awareness of 20 second hand washing hygiene. Soap and hand dryers provided Bin for safely disposing of tissues.  Deep daily clean by Curzon</p>	<p>Ensure soap, paper towels, toilet paper are replenished daily by Curzon Centre cleaner.</p> <p>In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Curzon Centre they should be moved to the disabled toilet which acts as the designated safe area whilst they are assessed. All necessary cleaning and PPE is provided in the '<b>Curzon Centre COVID-19 First Aid Box</b>' which is stored in the Kitchen</p>

		<b>Centre cleaner.</b>	with the existing first aid kit.
<b>Owen Room &amp; Coffee Bar/Kitchenette</b>	<p>Several different hirers can use the Owen Room in one day</p> <p>Door handles, light switches, window catches, tables, chair backs and arms, windows, curtains or blinds are all potential areas for transmission of COVID-19.</p> <p>Social distancing to be observed.</p> <p>Potential cross over of different groups when class/activities start and finish.</p>	<p>Regular users will be required to clean all areas/objects and surfaces that are touched regularly before and after each class/activity. These areas will be identified by red tape and on a laminated check list visible in each room. Fire Exit Door to be used for exiting after class to avoid cross over with next group.</p> <p>Hand sanitiser gel provided in automatic dispenser at Fire Exit Door. Noise levels to be kept to a minimum to discourage shouting</p> <p>Bean bags or such (nothing sticky) to be used if necessary to mark out safe distance areas</p> <p>Open windows and non internal fire doors where possible to allow flow of fresh air.</p> <p>Fabric chairs to be cleaned by fogger and some chairs will not be available to allow for correct social distancing. Kitchenette bar stools removed from use.</p> <p>Daily deep clean by Curzon Centre Cleaner.</p>	<p>Regular users will be required to sign a form, (fixed on the door of each room they have used), to confirm that they have cleaned down all areas that are marked with red tape.</p> <p>Hand sanitiser dispenser needs to be checked daily, and batteries replaced when required.</p> <p>Maximum capacity for high level activity is 15 people or 40 people theatre style or 30 people sitting at tables.</p> <p>Hirers responsibility to close all windows and doors and set the alarm before leaving the Curzon Centre.</p> <p>No use of Coffee Bar/Kitchenette during COVID-19 period.</p> <p>Recommend users to use larger room if availability allows.</p>

<p><b>Watson Room (front area)</b></p>	<p>Several different hirers can use the Watson Room in one day          Door handles, light switches, window catches, tables, chair backs and arms, windows, curtains or blinds are all potential areas for transmission of COVID-19.          Social distancing to be observed.          Potential cross over of different groups when class/activities start and finish.</p>	<p>Regular users will be required to clean all areas/objects and surfaces that are touched regularly before and after each class/activity. These areas will be identified by red tape and on a laminated check list visible in each room. Fire Exit Door at back of Watson Room to be used for exiting after class to avoid cross over with next group.          Hand sanitiser gel provided in automatic dispenser at door leading to Fire Exit Door. Noise levels to be kept to a minimum to discourage shouting          Bean bags or such (nothing sticky) to be used if necessary to mark out safe distance areas.          Open windows and non internal fire doors where possible to allow flow of fresh air.          Daily deep clean by Curzon</p>	<p>Regular users will be required to initial a form, (fixed on the door of each room they have used), to confirm that they have cleaned down all areas that are marked with red tape.</p> <p>Hand sanitiser dispenser needs to be checked daily, and batteries replaced when required.          Maximum capacity for high level activity is 8 people or 20 people theatre style or 15 people sitting at tables.</p> <p>Hirers responsibility to close all windows and doors and set the alarm before leaving the Curzon Centre.          Recommend users to use larger room if availability allows.</p>
<p><b>Main Kitchen</b></p>	<p>Several different hirers can use the Kitchen in one day          Door handles, light switches, taps, sink, and kitchen equipment and utensils are potential areas for transmission of COVID-19.          Social distancing to be observed.</p>	<p>Hand sanitiser gel in automatic dispenser on wall next to kitchen door to be used by all people entering the kitchen.          Deep daily clean by Curzon Centre Cleaner.</p>	<p>Hand sanitiser dispenser needs to be checked daily, and batteries replaced when required.          Kitchen use restricted to access for drinking water, access to first aid kit, digital thermometer, and COVID-19 first aid kit.</p>



<b>Stage</b>	Curtains Social distancing Lighting and sound controls.	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	Hirers should not be using the stage unless they have permission from the Curzon Centre Management as part of their hire agreement.
<b>Boiler Room &amp; Caretaker Store Room</b>	Door handle, light switch Social distancing not possible.	Public access unlikely. Cleaner to decide frequency of cleaning.	
<b>Watson Room (back area) folding table and chair storage area &amp; Regular Users storage cupboards</b>	Several different hirers can use this area in one day Door handles, light switches, folding tables and chairs, Regular users accessing their cupboards and stairs and access to the stage are all potential areas for transmission of COVID-19. Social distancing to be observed. Potential cross over of different groups when different users are accessing equipment and the stage.	Regular users will be required to clean all areas/objects and surfaces that are touched regularly before and after accessing their storage cupboard. Regular users are reminded to clean their own equipment after each use. Any hirer using the folding tables or chairs should wear gloves when setting them up in any of the rooms. Folding chairs and tables will need cleaning before they are stored back in the room for others to use.	Hirers should be made aware that they will need to allow for extra time to clean any equipment they have used.

<b>Events/Performing Arts</b>	Handling cash and tickets Too many people arrive	<p><b>Hirers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.</b></p> <p><b>Cash payments/donations to be handled by one individual wearing gloves.</b></p>	Hirers to show the Curzon Centre management and trustees that they are following all government guidance, information can be found at, <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a>
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