

COVID-19 Room Hire Risk Assessment		Date of Assessment: 1 st October 2020 Review Date: 7 th September 2021
Task/Process: Room hire activities and use of the building by internal and external customers. See Roadmap for Room Bookings (Appendix 1)		Risk Assessor: Rachael West (Facilities & Building Manager) (FBM)
Potential Hazard: Transmission of and risk of exposure to infected persons with the Covid-19 virus via airborne droplets during speech, coughing and sneezing; and touching contaminated surfaces & equipment. Impact will range from being asymptomatic to seriously ill with risk of fatality.		Potential People at Risk: Room hire customers; VAS staff; other users of the building
Activity Risk	Control Measures – is the activity needed and does the environment need to be used	Responsible
Booking/enquiry stage	<ul style="list-style-type: none"> Staff provided with a detailed Room Hire Enquiries Guidance document to maintain a consistent approach to bookings for our customers. Most type of events will be considered with the exception of party events; weddings; singing groups and high impact exercise classes. Day-time bookings are generally available from 9 to 4 pm, Monday to Friday with potential flexibility regarding start and end times. Evening bookings also available (until 8pm). Weekend bookings are considered on a case by case basis. Booking times include the FULL ACCESS time to rooms booked in order to keep turnaround times clear for ventilation and cleaning. Whole building occupancy levels are regularly monitored with the option of staggering start and end times to avoid congestion in reception and other areas. Rooms can be booked using either 2m socially distanced layouts or without social distancing. Layout and capacity details are provided in the Room Hire Customer Guide. All event/meeting bookers & facilitators are provided with a copy of this Risk Assessment. They are responsible for carrying out a risk assessment for those attending their event and the activity they plan to undertake (see Appendix 1 for Customer Risk Assessment Template). 	Circle Team/Room Hire Booker

	<ul style="list-style-type: none"> Room hire bookers to alert The Circle of any accessibility requirements of people attending in advance of the booking so that any control measures can be adapted and special access arrangements can be made if necessary Bookers/facilitators to instruct event attendees not to attend the event if they have COVID-19 symptoms; have tested positive with COVID or are self-isolating. If symptoms start in the building, customers must inform reception and leave the building immediately and arrange to be tested 	
Travel to and arrival at premises	<ul style="list-style-type: none"> Wherever possible, customers to avoid the use of busy public transport – if unavoidable, always wear face masks as per Government advice. Promote to customers the option of walking/cycling to the building Promote the option of using the half price voucher scheme with QPark when using private vehicles – ensure vouchers are easily accessible. Customers to use intercom system to the right of the main doors to speak to Reception in order to gain access to the building Customers to remain outside the building until requested to enter ensuring 2m social distancing is adhered to outside and as you enter the building Customers to be aware of other people leaving the building and stand back as necessary for social distancing 	Circle Team/Event Attendees/ Event Facilitator
Communal Areas – FOYER, RECEPTION, CORRIDORS, TOILETS, STAIRWELLS, LIFTS, GALLERY, TERRACE	<ul style="list-style-type: none"> Event facilitators will be responsible for ensuring event attendees adhere to all COVID-19 control measures in public/communal areas of The Circle. Maintain 2m social distancing in all communal areas Wear face coverings (covering nose and mouth) – unless exemptions apply Display visual instruction signage in all these areas. Customers to remain in front of the screen at the reception desk. Limit stairs to one person at a time – if you need let someone pass, step aside onto landing which allows 2m distance. Avoid passing people on the stairs. Limit use of lift to one person at a time unless support from a carer or personal assistant is required and prioritise use to people who are unable to use the stairs. 	Circle Team/Event Attendees/ Event Facilitator

	<ul style="list-style-type: none"> • Avoid touching internal lift surfaces where possible when pressing buttons/use back of knuckle/clean tissue. • Wash hands thoroughly or use hand sanitiser before and after using lift buttons. • The passenger lifts are subject to regular routine cleaning. • Do not overtake on corridors - walk at a 2m distance behind; wait in meeting room to let someone pass on the corridor. • Avoid holding conversations (in person/on mobile phones) on corridors. • One person at a time to use the toilets • Gents urinals are decommissioned whilst ensuring sufficient number of toilets are available https://www.hse.gov.uk/contact/faqs/toilets.htm • Maintain awareness of surfaces in toilets (toilets, sinks, door handles, etc.) and objects (liquid soap dispensers etc.) and keep contact to a minimum • Toilets are cleaned daily; soap dispensers and hand towels are refilled. • Ensure where possible that the toilet seat is in the closed position before flushing, in order to prevent potentially contaminated aerosols from becoming airborne. • Hand-dryers have been disconnected and single use disposable paper tissues have been provided to dry hands properly and dispose of in a lidded bin • Provide signage on hand washing in toilets. 	
Car park & bike store	<ul style="list-style-type: none"> • Restrict use of car parking spaces for disabled users and emergency requirement. • Stay in car, check it is clear before entering. • Wait in turn at a distance before locking bike to bike stand. 	Circle Team/Event Attendees
Hygiene	<ul style="list-style-type: none"> • Customers to practise good hand hygiene at all times – by washing hands when entering and leaving the building and washing hands after using the toilets and frequently throughout the stay • Customers to wash hands for no less than 20 seconds using plenty of soap and warm water and to dry thoroughly using the paper towels provided https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Customers to dispose of paper towels carefully in the pedal bins provided 	Circle Team/Event Attendees

	<ul style="list-style-type: none"> Customers to use hand-sanitising gel (60% alcohol content) located next to the doorway leading through into the stairwell before going onto the first floor; on the table in outside the Conference Suite and in the rooms. All meeting/conference rooms are provided with a hand sanitization station. A disposable tissue should be used when coughing and or sneezing then put the tissue in a bag or pocket then throw the tissue in the lidded bin. If a tissue is not available cough and sneeze into the crook of your elbow. Displaying posters to explain this. 	
Enhanced Cleaning	<ul style="list-style-type: none"> Meeting rooms to be cleaned before each booking Allow at least one hour between each booking for ventilation; enhanced cleaning and room layout changes Do not allow bookings to overrun to allow sufficient time for ventilation and cleaning Ensure cleaners are informed daily of which rooms have been used to add to their cleaning schedule Clean all surfaces and high touch points – door handles; section of door above handles; light switches; table surfaces; chair backs and arms; window handles and window sills; lift buttons, cords for opening/closing window blinds Clean all equipment – Aquaid machine buttons; flipchart stand touch points; IT equipment; wipe boards Provide each room with cleaning products: antibacterial surface wipes; spray cleaner and blue roll Facilitator to clean surfaces as above between each different set of people/individuals attending sessions. 	Circle Team/Event Facilitators
Location and access to meeting rooms	<ul style="list-style-type: none"> Clear instructions of location of meeting rooms will be provided in advance of the meeting and on arrival to ensure customers go directly to the space they have hired and limit their movement around the building Event attendees will be asked to go to their meeting/conference room on arrival to avoid waiting in public areas. Customers to read and follow directional signage along route. 	Circle Team/Event Attendees

Use of meeting rooms	<ul style="list-style-type: none"> Facilitators will be responsible for ensuring attendees adhere to the COVID-19 control measures as per their COVID-19 Risk Assessment (see APPENDIX 1 for template) with the aim of avoiding the potential for transmission of COVID-19 during meetings Keep the meeting room well ventilated during the event by opening windows and, if appropriate, doors. Do not increase the amount of furniture in any room as this will exceed capacity limits. Avoid loud speaking or shouting as this can increase in the amount of aerosol/droplets in enclosed spaces. Use cleaning products available to clean surfaces 	Event Facilitators
Equipment	<ul style="list-style-type: none"> Remove equipment not being used from rooms to reduce touch points and need for cleaning Cleaning all equipment before and after use and before sharing with others. Should IT support be required, ensure that 2m social distancing is maintain at all times and masks are worn whilst the problem is being fixed (IT staff to use disposable gloves) 	Circle Team
Refreshments	<ul style="list-style-type: none"> Currently we are unable to provide hot drinks – cold water is available from the Aquaid water machines but the user must bring their own cup or bottle Outside catering can be ordered via the Room Bookings Team. Food to be consumed within the rooms hire. 	Circle Team
Prayer room	<ul style="list-style-type: none"> The current space is not appropriate owing to lack of ventilation. Alternative facilities may be provided on request. 	Circle Team
Smoking Area	<ul style="list-style-type: none"> Smoking is prohibited outside the main doors; in the car park and on the outside balcony. This is to avoid congestion for people wanting to enter the premises and smoking from blowing back into the reception area. Individuals must stand away from the intercom system and main doors to allow others to enter at a safe distance Those needing to smoke must maintain a sufficient distance from others to avoid inhaling second hand tobacco smoke and vapour emitted from e-cigarettes from other persons (although there is no evidence of transmission, this is advised as a precautionary measure) Cigarette butts etc. must be disposed of safely. 	Event attendees

Leaving the premises	<ul style="list-style-type: none"> Exit the building via the main doors (these open automatically and do not require touching handles) 	Event attendees
Monitor & Review	<ul style="list-style-type: none"> Seek feedback on measures from all room hire customers Facilities & Building Manager to review and monitor Risk Assessment Circle team members to pay close attention to workability of measures and feedback to Facilities & Building Manager 	Circle Team/Facilities & Building Manager
Track & Trace	<ul style="list-style-type: none"> We are required by the Government to assist with the NHS Track and Trace system to help stop the spread of COVID-19 https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace The Circle will display the QR code as visitors are required to scan the QR code on arrival using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19) Room Hire customers must provide us with the names & telephone numbers of all visitors to the building. Room hire customers to inform The Circle of any reported cases of COVID-19 where individuals have used the premises within the last 10 days – giving details of when (date/time) and which room was used The Circle to inform the local Public Health Authority in the event there is an outbreak in the building 	Event Facilities/Facilities & Building Manager

APPENDIX 1 ROOM HIRE CUSTOMER COVID-19 RISK ASSESSMENT TEMPLATE

To help manage the risk of catching and transmitting COVID-19, we require Event Facilitators to provide a risk assessment for events/activities held at The Circle. If you do not have a risk assessment, please use the template below. You will need to take into consideration:

- Those activities or situations which might cause transmission of the virus.
- The environment in which those activities will take place
- Individuals attending your event who could be at risk.
- How likely it is that someone could be exposed.
- The measures needed to remove the activity or situation, or if this is not possible, control the risk.

Name of organisation:			Name of Event Facilitator:		
Activity:			Areas assessed (include communal areas):		
Date of Assessment:			Assessed by:		
Hazard:	Transmission of and risk of exposure to infected persons with the COVID-19 virus via airborne droplets during speech, coughing and sneezing; and touching contaminated surfaces & equipment. Impact will range from being asymptomatic to seriously ill with risk of fatality.				
Who is at risk	Probability (P)	Impact (I)		Risk Rating (RR)	
A = Event attendees B = Circle Staff C = Other building users	1 = rare 2 = unlikely 3 = possible 4 = likely 5 = near certain	1 = insignificant 2 = minor 3 = moderate 4 = significant 5 = major		1-5 = mild risk 5-10 = acceptable risk 10-15 = medium risk 15-20 = high risk 20-25 = stop activity	
Hazard/risk (think about the areas and activities where contact is likely)	Who is at risk (are there people attending who are vulnerable)	Risk Without Controls		Control Measures (what measures are you going to put in place during your activity to mitigate any risk)	Risk With Controls
		P	I	RR	P I RR