

CENTRAL ENGLAND QUAKERS

COVID 19 Risk Assessment for use of Peace Hub: issued 13 August 2020, revised 01 September 2020

Activity	Risk Group	Risk	Control measures (Describe risk control systems in place)
Coordinator arriving at Hub	Co-ordinator	Possible contamination	Clean door handles, key pads, locks, light switches, surfaces touched by visitors e.g. taps and flush press in toilet. NB: procedure to be repeated when leaving.
Public arrival	Co-ordinator Public	Spread of infection due to close contact	No more than 5 people in the main room at any time. Face coverings to be worn (exemptions as identified by government apply) with vizor for the Co-ordinator. Sanitise hands on arrival. Anyone exhibiting symptoms should not enter. Signage detailing all of the above to be displayed at entrance.
Track & Trace	Co-ordinator Public	Wider spread of infection in community	Contact details for any visitors staying for refreshments (or similarly extended period) to be recorded. Subject to visitor consent, though compliance will be strongly encouraged. Name and phone number to be obtained verbally, and recorded by coordinator or duty volunteer in the form of a daily register, which must be kept for three weeks. Recording details for visitors attending for a shorter time is impractical, and the risk of infection lower.
Room set up	Co-ordinator Public	Spread of infection due to close contact	One table by the door for sanitiser station, with bin. Second sanitiser station on pedestal next to door to stairwell. Two other tables for visitors plus the desk for coordinator / duty volunteer. 4 chairs socially spaced. Box to be provided with cleaning materials:- <ul style="list-style-type: none"> • Cloths • Paper towels • Disinfectant • Spare masks Basement to be closed to visitors until further notice, access for Co-ordinator or Duty Volunteer only. Policy to be kept under review as government guidelines evolve.

Campaign materials	Public	Possible contamination	<p>Leaflets and sale items to be removed, although fliers & posters fixed to boards (for viewing rather than touching) can remain.</p> <p>No petitions for people to sign – encourage visitors to participate online.</p>
Refreshments	Co-ordinator Public	Possible contamination	<p>Tea, coffee and cold water will be on offer, but only the coordinator / duty volunteer will be allowed to make it. Clearly labelled receptacle for used cups, and regular washing.</p> <p>No biscuits/food.</p> <p>Large fridge switched off, small fridge moved next to drinks station.</p>
Toilets and wash rooms	All	Possible contamination	<p>Only one person at a time allowed access to staircase and first floor toilet.</p> <p>Sanitiser to be used before using the toilet (sanitiser station provided next to stairwell entrance).</p> <p>Hands to be washed after using toilet. Disposable paper towels to be provided, with bin.</p> <p>Use of toilets to be reviewed with Peacemakers when they return.</p>
Ill health	All	Coronavirus symptoms	<p>Anyone exhibiting symptoms must not enter.</p> <p>Low risk of someone developing symptoms while visiting due to limited time spent by visitors on site, and there is no suitable area for isolation. We will liaise with Priory Rooms in the case of an emergency and seek their help.</p>