

**RISK ASSESSMENT FOR POTENTIAL COVID-19 TRANSMISSION IN TCC BUILDING REV D DATE 1st DEC 2020**

This revision is for TCC reopening on Wed 2nd Dec 20 after the 2nd English lockdown and with CWaC at Tier 2 restrictions

| Hazard  | Persons at Risk  | Mitigation   | Persons Responsible               | Residual Risk<br>Low / Medium / High | Further Action required? |
|---|--|--|-----------------------------------|--------------------------------------|--------------------------|
| Covid-19 transmission spread in droplet form            | All, but particularly elderly persons and/or those with underlying health conditions | Maintain social distancing - separation 2m mouth to mouth with further mitigating measures. Provide prominent signs and floor markings, including relevant outside areas.  | TCC Trustees and users            | Low                                  |                          |
|   |  | Limit number of people in rooms to comply with the above. Based on social distancing of 2m mouth to mouth with further mitigating measures the maximum number of persons is 44 including speaker in the Main Hall and 19 including speaker in the Craven Room. Refer layout drawings 2020/07/SD/55 and 2020/07/SD/56 provided.                 | TCC Trustees and Event Organisers |                                      |                          |
|   |  | Establish "one-way" systems for narrow corridors and small rooms. Provide prominent signs and markings to this effect.   | TCC Trustees                      |                                      |                          |
|   |  | Position chairs and other furniture at 2m mouth to mouth spacings in accordance with the above plans.  | Event Organisers                  |                                      |                          |
|   |  | Position chairs to optimise people facing same direction. For other seating arrangements such as around tables the user group provides and abides by its own risk assessment which explains risk mitigation. Discourage events which involve standing (apart from organised exercise sessions) as this can lead to mingling by those involved. | Event Organisers                  |                                      |                          |
|   |  | Ensure adequate natural ventilation. Open windows and doors when outside weather makes this practical.   | Event Organisers                  |                                      |                          |
|   |  | Wear appropriate face coverings (users to provide). This requirement may be waived for physical activities where the user group provides and abides by its own risk assessment which explains risk mitigation.   | All                               |                                      |                          |
|   |  | Avoid high noise levels which require Users to shout   | All                               |                                      |                          |
|   |  | Provide accessible, dedicated facilities for dealing with persons showing symptoms of Covid-19 or who are otherwise unwell or injured.   | TCC Trustees                      |                                      |                          |
| Covid-19 transmission spread via contact with surfaces  | As above   | Clean surfaces using appropriate fluids at relevant intervals.   | TCC Trustees and users            | Low                                  |                          |
|   |  | Provide hand sanitiser facilities at foyer entrances, entrances to the toilets and for each meeting room. Encourage people to use on entry and on departure of room. Provide prominent signs to this effect.   | TCC Trustees                      |                                      |                          |
|   |  | Ensure hand washing facilities are fully available and soap is replenished. Provide prominent signs regarding hand washing procedures.   | TCC Trustees                      |                                      |                          |
|   |  | Provide disposable gloves - optional.  | Users                             |                                      |                          |
|   |  | Provide hard plastic chairs.   | TCC Trustees                      |                                      |                          |
|   |  | Clean chairs using wet wipes or spray cleaner and paper towels provided.   | Users                             |                                      |                          |
|   |  | Tie back the stage curtains and main hall curtains. Apply high vis tape to warn off touching.  | TCC Trustees                      |                                      |                          |
|   |  | Provide accessible, dedicated facilities for dealing with persons showing symptoms of Covid-19 or who are otherwise unwell or injured.   | TCC Trustees                      |                                      |                          |
| Covid-19 transmission spread via contact between people | As above   | Maintain social distancing of 2m mouth to mouth with further mitigation measures. Provide prominent signs and floor markings.  | TCC Trustees and users            | Low                                  |                          |
|   |  | Ban groups of people mingling together to chat, particularly at the event start, interval and event end  | TCC Trustees and users            |                                      |                          |
|   |  | Ban normal social interactions such as hand-shaking, kissing and hugging. Provide prominent signs.   | TCC Trustees and users            |                                      |                          |
|   |  | Ban entry to persons showing or declaring any Covid symptoms.  | TCC Trustees and Event Organisers |                                      |                          |
|   |  | Provide accessible, dedicated facilities for dealing with persons showing symptoms of Covid-19 or who are otherwise unwell or injured.   | TCC Trustees                      |                                      |                          |
|   |  | Carry out safety audits at appropriate intervals to ensure users comply with all relevant procedures.  | TCC Trustees                      |                                      |                          |
|   |  | Provide dedicated QR Codes in foyers of Main Hall and Craven Room. Request all users, TCC trustees and maintenance personnel to scan these codes on arrival if they have the Covid-19 APP on their mobile phones.  | TCC Trustees                      |                                      |                          |
|   |  | Request all User Group organisers to keep registers of all their members attending TCC for future tracing purposes.  | TCC Trustees                      |                                      |                          |

**NOTE: Refer to the Trustee and User Procedures revision D for specific mitigation measures.**