



COVID-19 Risk Assessment Template

This is a draft copy of a **generic Risk Assessment** for dealing with the current Covid-19 situation in Masonic Halls. It is not likely to cover all scenarios and each Hall should consider their own unique circumstances.

Who might be at risk:

- **Members**
- **Staff / Volunteers**
- **Visitors to your premises**
- **Cleaners**
- **Vulnerable groups – Elderly, those with existing underlying health conditions**
- **Anyone else who physically comes in contact with you in relation to your premises**

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What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<p><u>Hand Washing</u> Sufficient well stocked hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place. See hand washing guidance</p> <p>Hand sanitisers in any area where washing facilities not readily available. Hand sanitisers at entry/exit points and other high touchpoints or high footfall</p> <p><u>Social Distancing</u> Social Distancing - Reducing the number of persons in any area to comply with the social distancing recommended by the health authorities.</p> <p>Consideration of how the layout of the Hall can be changed to comply with social distancing guidelines.</p>	<p>To help reduce the spread of coronavirus (COVID-19) posters, leaflets and other materials should be on display to remind Members / Hall users of the importance of hand washing on a regular basis and the use of tissues when coughing or sneezing.</p> <p>Tissues and bins should be made available throughout the Hall.</p> <p>Reminder of the importance of social distancing both in the Centre and outside of it.</p> <p>Signage to indicate safe distances in accordance with up to date Government guidance.</p> <p>Indicate which entry and exit routes will be used. Will a one-way system be possible?</p>			

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	<p>Taking steps to review timetables including start & finish times of Hall activities.</p> <p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, tables, reception area using appropriate cleaning products and methods.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves when cleaning as a requirement, an adequate supply of these will be provided.</p>	<p>Checks to ensure all of the above social distancing measures are adhered to.</p> <p>Rigorous checks will be carried out by the designated person to ensure that the necessary cleaning procedures are being followed. Have a system in place to keep up to date with the current Government guidance. Provision of additional bins. System in place for the disposal of cleaning wipes and cloths. PPE for those responsible for cleaning.</p> <p>Users to be reminded that wearing of gloves is not a substitute for good hand washing</p>			
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	<p><u>Symptoms of Covid-19</u></p> <p>A space should be designated in the Hall where someone can be moved to if anyone becomes unwell with a new continuous cough or a high temperature until transport home or to hospital is available. Any tissues or paper towels should be disposed of in a plastic bag, sealed and placed in a secure place for 72 hours before being disposed of in the general rubbish collection.</p> <p>The appropriate health authority may have to be notified to discuss the case, identify people who have been in contact with them and provide advice on any further actions that need to be taken.</p>	<p>The Contact Tracing Log should be used to identify close contacts with the member feeling unwell.</p> <p>A decontamination clean should be carried out in line with guidance.</p>			
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