**Provincial Grand Lodge of West Lancashire**

**Guidelines for Returning to Business – Risk Assessment (v2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Masonic Hall Covid 19 Risk Assessment** | | | |
| Location: |  | | |
| Areas included | Entrance, bar area, toilets, stairs and lifts, robing room, lodge room, cellar, kitchen (and any others relating to your premises). | | |
| Written By: |  | Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment Guidance** | | | | |
| **Likelihood (L)** | **Example** | | | |
| 1. **Unlikely** | Conceivable but rare. | | | |
| 1. **Possible** | Possible when additional factors are presented. | | | |
| 1. **Likely** | Significant chance of an occurrence. | | | |
| **Severity (S)** | **Example** | | | |
| 1. **Minor** | First Aid treatment or minor short-term health effects; nuisance or irritation. No lost time | | | |
| 1. **Moderate** | Fractures, lost time accident, poisonings or persistent health effects | | | |
| 1. **Major** | Fatal injuries, life shortening diseases | | | |
| **Risk Assessment Scoring** | | | | |
| **Likelihood x Severity** | | **1 Minor** | **2 Moderate** | **3 Major** |
| * + 1. **Unlikely** | | **1** | **2** | **3** |
| * 1. **Possible** | | **2** | **4** | **6** |
| * 1. **Likely** | | **3** | **6** | **9** |
| **Risk Rating (R)** | | **Action** | | |
| **Low 1 - 2** | | These risks are considered tolerable and acceptable. No further action is necessary other than to ensure the controls are maintained. | | |
| **Medium 3 - 4** | | Consideration could be given as to whether the risks can be lowered. The costs of additional risk reduction measures could be taken into account. Arrangements could be made to ensure the controls are implemented and maintained. | | |
| **High 6 - 9** | | Activity could not proceed until risk reduction measures are implemented urgently.  Another assessment could be carried out until the Risk Category is reduced. | | |

**Explanation of Column Headings**

|  |  |
| --- | --- |
| **Column** | **Explanation** |
| A | Identifies the risks or hazards |
| B | Identifies who the risk or hazard could potentially affect, e.g. staff and visitors to the hall. |
| C | The harm, which in this instance is contracting Covid 19. |
| D | Before any control measures are implemented. L1 is the likelihood, and S1 is the severity. The result of L1 multiplied by S1 is the Risk Assessment Scoring R1 |
| E | Suggested possible control measures, which can be deleted or added too. |
| F | After the control measures that are identified in column E have been implemented. L2 is the likelihood, and S2 is the severity. The result of L2 multiplied by S2 is the Risk Assessment Scoring R2. |
| G | The Risk Rating, is from the Risk Assessment Scoring table, high, medium or low. |

| **Significant Risks / Hazards Identified**  **(A)** | **Who May be at Risk**  **(B)** | **Potential Harm**  **(C)** | **L1** | **S1** | **R1** | **Existing / Additional Control Measures**  **(delete if not applicable)**  **(E)** | **L2** | **S2** | **R2** | **Risk Rating**  **(G)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(D)** | | | **(F)** | | |
| Vulnerable persons | Staff and visitors | Contracting Covid 19 | 3 | 3 | 9 | Staff or visitors who are over 70, pregnant, or have underlying health conditions (anyone instructed to get a flu jab as an adult each year on medical grounds) may wish to consider not coming to the Hall | 1 | 3 | 3 | Low |
| Spreading of Covid 19 | Staff and visitors | Contracting Covid 19 | 2 | 3 | 6 | Before staff return to the hall they should be asked.   1. Do you have or have you had any of the following symptoms of Covid 19?   A high temperature A new, continuous cough Anosmia - changes to or loss of the sense of smell or taste.  Or have you had a positive test result for Covid 19?  If they answer yes, ask question 2, if no ask question 3.   1. Have you self-isolated for 7 days from the first day of the symptoms? If the answer is no then the member of staff cannot return to the hall, if the answer is yes ask question 3. 2. Has anybody with whom you live, or with whom you have been in contact for more than 15 minutes, had symptoms of or tested positive for Covid 19? If the answer is yes ask question 4, if the answer is no, the member of staff can return to the hall. 3. Have you self-isolated for 14 days from the day when the person’s symptoms started? If the answer is yes, the member of staff can return to the hall. If the answer is no, the member of staff cannot return to the hall until 14 days self-isolation has been completed. | 1 | 3 | 3 | Low |
| Airborne spread of Covid 19 and from coughs or sneezes onto contaminated surfaces | Staff and visitors | Contracting Covid 19 | 3 | 4 | 12 | Staff should receive an explanation of this Risk Assessment, with the explanation recorded on the Covid 19 Risk Assessment Briefing Sheet.  Staff and visitors should maintain social distancing in the following areas:   * Hall entrance. * Bar area (in front of the bar, sitting in the bar area, behind the bar). * Cellars. * Kitchens and dining areas. * Toilets. * Stairs. * Robing room (regalia could be put on in the lodge room). * Lodge room.   The number of people coming to a hall at any time should be established in advance to ensure that social distancing can be maintained.  The numbers of people may need to be restricted in the above specific areas based upon social distancing requirements and the maintenance of walkways.  Seating should be spread out or removed if possible or identified that they cannot be used using notices or tape to maintain social distancing (e.g. in the bar and lodge room).  One-way systems could be considered.  Where social distancing cannot be maintained the following measures should be considered:   * Keeping the activity time involved as short as possible. * Wearing face coverings * Using screens or barriers to separate staff from each other and from customers at points of service. These must be easily cleanable so wooden frames must be painted or varnished. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person   works with only a few others).  The following signage should be considered:   * Social distancing * Hand washing reminders * Hand washing guidance in the toilets * The limited numbers in certain areas * Giving way in narrow areas   Markings (e.g. tape) could be used to identify social distancing, particularly in areas where there is queuing e.g. at the bar, leading into the lodge room etc.  Hand sanitiser should be provided throughout the hall for visitors and a separate hand sanitiser for staff.  Staff and visitors should be encouraged to regularly wash their hands in accordance with NHS handwashing guidelines (see attached) or use hand sanitiser.  If staff cough or sneeze they should cover the mouth and nose with a tissue or the crook of their elbow. Tissues could be immediately disposed of.  Staff should not touch their eyes, nose, or mouth with unclean hands.  Contactless payments should be considered instead of using cash.  There should be no physical contact (e.g. handshakes or hugs). | 1 | 4 | 4 | Low |
| Surfaces contaminated with Covid 19 | Staff and visitors | Contracting Covid 19 | 2 | 3 | 6 | Frequently touched surfaces including, door handles, push plates, bar tops, banister rails, toilet doors, taps, flushes, etc should be regularly sanitised whilst the hall is open.  Cleaners should be provided with disposable gloves, disposable cleaning cloths and disinfectant that specifically kills the Covid 19 virus.  A deep clean should be performed between each time that the hall is open.  A visual cleaning schedule should be produced and signed by the member of staff who carried out the task.  Where possible frequently used doors could be wedged open and a nominated person given the responsibility to close the door if the fire alarm is activated. This must not be done on designated fire doors.  Additional cleaning with antibacterial wipes should be considered where there is more than one member of bar staff sharing equipment e.g. beer pumps and tills etc. | 1 | 3 | 3 | Low |
| Cross contaminationwhileadministering first aid | First aider | Contracting Covid 19 | 2 | 3 | 6 | First aiders to refer to St John Ambulance Guidelines. (See below). | 1 | 3 | 3 | Low |

|  |  |  |  |
| --- | --- | --- | --- |
| **Covid 19 Risk Assessment Briefing Sheet** | | | |
|  | | | |
| **Briefing By:** | | **Signature:** | |
| The person who performs the briefing should record the names of the people who the risk assessment is briefed to. | | | |
| **No** | **PRINT NAME (CLEARLY)** | | **DATE** |
| 1 |  | |  |
| 2 |  | |  |
| 3 |  | |  |
| 4 |  | |  |
| 5 |  | |  |
| 6 |  | |  |
| 7 |  | |  |
| 8 |  | |  |
| 9 |  | |  |
| 10 |  | |  |
| 11 |  | |  |
| 12 |  | |  |
| 13 |  | |  |
| 14 |  | |  |
| 15 |  | |  |
| 16 |  | |  |
| 17 |  | |  |
| 18 |  | |  |
| 19 |  | |  |
| 20 |  | |  |

Version 2.1 – 18/07/2020