

COVID-19 RISK ASSESSMENT FOR THE MEETING ROOMS AT THE OLD FIRE STATION ENTERPRISE CENTRE SALISBURY



This risk assessment applies to **OFSEC Meeting Rooms** specifically and sets out the measures being used to maintain a safe environment for all occupants and visitors and reduce the transmission risk of Covid-19 coronavirus as far as is reasonably practicable. Particular attention is given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

By applying the control measures set out below, each of these workplaces is deemed to be COVID secure.

The risk assessment relies on the cooperation and vigilance of all external Bookers and Delegates.

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
<u>1. Control of access to Meeting Rooms</u> Keeping meeting room usage in accordance with COVID 19 protocols to reduce potential levels of covid-19 transmission. <ul style="list-style-type: none">- controlled access point- parts of buildings closed or out of bounds	Precise management of access & use of OFSEC Meeting Rooms	Meeting Rooms locked when not in use. Use of meeting rooms to be booked via OFSEC Administrator or Centre Manager as applicable. Room Booker to provide list of delegates and to confirm attendees and contact details for potential follow up. QR Code to be used by all attendees. This Risk Assessment given to all Bookers on confirmation of booking.
<u>2. Social distancing protocols</u> Maintaining social distancing between occupants as far as is practicable will reduce potential levels of covid-19 transmission.	Layout of OFSEC Meeting Rooms set in accordance with social distancing protocols, i.e social distancing of 2 metres to be	OFSEC Administrator, or Centre Manager if applicable, to set room in accordance with social distancing protocols. The number of people to be 6 in Control Room and Pump Room upto 15 people unless previously confirmed and judged on a case by case booking in writing

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<p>- Social distancing in meeting rooms and communal spaces within OFSEC</p>	<p>maintained, desks to be arranged to avoid face to face configuration. These are not to be altered.</p> <p>Total people of be 6 in Control Room and Pump Room upto 15 people confirmed at time of booking. MASKS TO BE WORN</p> <p>Delegates can book in via main entrance in Networking Area and then go to appropriate Meeting Room.</p> <p>The onsite meeting Manager bears full responsibility for ensuring delegates observe social distancing throughout the event.</p> <p>Access to kitchen facilities for meeting Manager only</p>	<p>Room layout not to be changed by meeting Manager.</p> <p>Room Booker to provide own tea & coffee, sugar, milk for Council bookings. Commercial Bookings we will set up Tea, Coffee etc.</p> <p>MASKS TO BE WORN.</p> <p>Centre Manager/ Administrator will supply hot water flasks/water jugs to be placed in meeting room ahead of arrivals. Cups, teaspoons, glasses etc will then be placed in Dishwasher.</p>
<p><u>3. Hygiene and cleaning regimes</u></p> <p>Encouraging and facilitating good personal hygiene techniques and operating a comprehensive cleaning regime will help to reduce potential levels of covid-19 transmission.</p> <p>- Hand washing - Hand sanitisers - Room cleaning & hygiene - Kitchen / Refreshments</p>	<p>Soap dispensers & paper towels provided in toilets.</p> <p>Meeting Bookers to provide hand sanitiser for own meeting participants as required.</p> <p>High Touch points and equipment in Meeting rooms to be cleaned after each meeting.</p> <p>A 72 hour break will be allowed in between meetings.</p> <p>Meeting Booker to provide own flipchart, pens, projector and other equipment and to remove these from site at the end of the meeting. Flipchart stand and projector available on request.</p> <p>Basic refreshment stand will be set up beforehand to include crockery, spoons etc.</p>	<p>Users of Pump Room to use the 3 toilets located in the Yard.</p> <p>TEN will provide the meeting Manager with anti-bio spray & cloths to wipe down work surfaces & touch points at end of each meeting day/booking.</p> <p>Contract Cleaner will have access in between the meetings</p> <p>Meeting Manager to remove all crockery to kitchen and place in dishwasher which will be set to high temperature cycle.</p> <p>Spray cleaner and wipes in kitchen for surfaces and any touch points to be cleaned by Trainer or Booker.</p>

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	Only the trainer/delegated person will have access to the kitchen in order to replenish refreshments (Hot Water/Drinking Water).	
<u>4. Use of PPE</u> Using suitable PPE in the correct manner will reduce potential levels of covid-19 transmission.	<p>PPE will be <u>encouraged & full Social distance</u>, Fresh Air</p> <p>Use of PPE (face masks) onsite in meeting rooms and communal areas will be mandated for tenant businesses, employees and TEN staff.</p> <p>PPE must NOT be disposed of on site.</p>	<p>PPE will be encouraged & full Social distance, Fresh Air</p> <p>Use of PPE (face masks) onsite in meeting rooms and communal areas will be mandated for tenant businesses, employees and TEN staff.</p> <p>PPE must NOT be disposed of on site.</p>
<u>5. Information and instruction</u> Maintaining a high level of awareness of the sensible precautions to adhere to, will help to reduce potential levels of covid-19 transmission. <ul style="list-style-type: none"> - Signage - Track and Trace - Adherence to Guidelines - NHS QR Code 	<p>Covid19 aware signage in place in OFSEC.</p> <p>Track and Trace – Booker will be required to provide contact list of all meeting attendees. If the Booker becomes aware of any attendees reporting symptoms or being quarantined for C-19 post-event they must immediately inform the Manager / Administrator.</p> <p>The Track and Trace form to be completed for the day of booking. A daily Track and Trace nominal roll to be taken with back up of QR Code . QR Code details are displayed.</p> <p>It is expected that Meeting Bookers and onsite meeting Manager will adhere to the guidance. TEN staff will oversee that the guidance is being followed.</p> <p>NHS QR Code clearly displayed for use of all attendees.</p>	<p>Onsite meeting Manager responsible for managing their group and monitoring protocols during the event. Centre Manager / Administrator to observe measures are being adhered to.</p> <p>A copy of this Risk Assessment will be provided to the Room Bookers in advance for inclusion joining instructions/attendees.</p> <p>Track and Trace – Booker to provide names and contacts of meeting attendees by email to Manager or Administrator. This will be checked and confirmed on the day to reflect any “no-shows”. The Track and Trace form to be emailed at time of booking and must be sent to Centre Manager/Administrator before 1000 of the day of the booking. QR Code to be used by all attendees.</p> <p>Booker to notify TEN staff about any concerns re: delegates health post meeting.</p>

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		Any non-compliance could result in the dispersal of a meeting in progress and cancellation of future bookings. No refunds would apply.
<u>6. Emergency procedures</u> Maintaining adequate emergency arrangements is essential for the safe usage of buildings and will allow the continuation of essential covid-19 service delivery. <ul style="list-style-type: none"> - fire and assembly point - first aid provision 	A copy of Emergency Procedures will be in all Meeting Rooms clearly displayed.	Managers and Administrators to ensure that all Emergency Procedures are up to date and clearly displayed. Any update for the day will be communicated with the Booker. Please note: No First Aiders on site

Date of issue:	7 July 2020
Date of review:	24/09/2020 – QR Codes & 6 People 14/09/2020 Track & Trace (AMF) 25/08/2020 FaceMasks (AMF) 24/07/2020 Weekly intervals 14/07/2021 – Updates Numbers/Masks 14/10/2021 – Numbers/Masks 10/12/2021 – Masks confirmation
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