

**RISK ASSESSMENT FOR POTENTIAL COVID-19 TRANSMISSION - TCC BUILDING - REV B date 28.07.20**

Hazard	Persons at Risk	Mitigation	Persons Responsible	Residual Risk 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 1m 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 1m with further mitigating measures the maximum number of persons is 56 in the Main Hall and 23 in the Craven Room. Refer layout drawings 2020/07/SD/51 and 2020/07/SD/52 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 1m 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.	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 1m with further mitigation measures. Provide prominent signs and floor markings.	TCC Trustees and users	Low	
		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		

Refer to Procedures for specific mitigation measures.