

RISK ASSESSMENT FOR POTENTIAL COVID-19 TRANSMISSION IN TCC BUILDING REV G DATE 08.11.2021

This revision is prepared for the winter of 2021/2022 and takes into account current ACRE guidance.

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	Be aware of social distancing but no need for special measures unless persons involved are deemed to be highly vulnerable. Event organisers are to define special measures in this instance. Event Organisers will be asked to apply common-sense in the spacing of chairs and the occupation of rooms consistent with prevailing rates of Covid infection in the area of the village.	TCC Trustees and Event Organisers	Low	
		Limit number of people in rooms based on the usual safety requirements for evacuation. Main Hall 180 persons, Craven Room 40 persons, Arthur Meredith Room 30 persons, Committee Room 20 persons. Event Organisers to justify their reasoning and mitigations when number of persons exceeds 67% of room capacity. Limit number of persons in confined areas as follows. Toilets 2 persons, kitchen 3 persons and corridors at 1m spacings.	TCC Trustees and Event Organisers		
		Ensure adequate natural ventilation. Open windows and doors to achieve a sensible compromise between ventilation and adequate temperature.	Event Organisers		
		Wear appropriate face coverings (users to provide) as defined by the Event Organisers. Attention is drawn to the benefit of wearing face coverings in confined areas such as toilets and corridors. The wearing of face coverings is not mandatory. Face coverings are not required for those under 18 years old.	Event Organisers		

		Event Organisers are to make arrangements for dealing with persons showing symptoms of Covid-19 or who are otherwise unwell or injured. It is anticipated that this will involve travel arrangements to a suitable destination.	Event Organisers		
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. Encourage people to use on entry and on departure of building. Provide signs to this effect.	TCC Trustees		
		Ensure hand washing facilities are fully available and soap is replenished.	TCC Trustees		
Covid-19 transmission spread via contact between people	As above	Advise against social interactions such as hand-shaking, kissing and hugging.	TCC Trustees and users	Low	
		Ban entry to persons showing or declaring any Covid symptoms.	TCC Trustees and Event Organisers		
		Event Organisers are to make arrangements for dealing with persons showing symptoms of Covid-19 or who are otherwise unwell or injured. It is anticipated that this will involve travel arrangements to a suitable destination.	Event Organisers		
		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 G for specific mitigation measures.

In-House Rev 15b

Maximum numbers altered

NGO 19/10/2021

In-House Rev 15c

Maximum numbers altered

NGO 08/11/2021