



## COVID19 Risk Assessment Armadillo Hire – Tier 3: Very High alert

*The Armadillo building will be closed from 18<sup>th</sup> Dec to 5<sup>th</sup> Jan 2020 – during this period the Tier 3 plan will remain in place and will be reviewed on 5<sup>th</sup> of Jan (following the UK Government tier review point, expected on 30<sup>th</sup> Dec).*

It is critical that everybody observes the following key behaviours:

- HANDS – Wash your hands regularly and for 20 seconds.
- FACE – Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.
- SPACE – Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors).

To help reduce the spread of coronavirus (COVID19) reminding everyone of the public health advice –

<https://www.publichealth.hscni.net/news/COVID19-coronavirus>

### Tier 3: Very High alert

Following the UK Government announcement on 26<sup>th</sup> November 2020, from Wednesday 2<sup>nd</sup> December South Gloucestershire will be in Tier 3. This is for areas with a very high or very rapidly rising level of infections, where tighter restrictions are in place. Tier 3 restrictions require the following actions:

1. *Requiring people to stay at home except for specific purposes;*
2. *Everyone should work from home, where this is not possible people should only work in covid secure settings;*
3. *Preventing gathering with people you do not live with, except for specific purposes;*
4. *Closing certain businesses and venues.*

The Armadillo will be available for hire to **support groups and essential services that are exempt** from Tier 3 restrictions; the following guidance applies specifically to the hire and operations of the Armadillo.

## Businesses and venues

1. All businesses and venues that are open are expected to follow [COVID-19 secure guidelines](#) to protect customers, visitors and workers. In all tiers, the following businesses and venues can remain open:
  - public buildings, such as libraries, community centres and halls. They should not host events for private hire, such as birthday parties or most other social activities in tier 3;
  - essential public services such as the NHS and medical services, courts, and jobcentre plus sites.
2. Hospitality settings, such as bars, pubs, cafes and restaurants are closed – they are permitted to continue sales by takeaway or delivery services.
3. Indoor entertainment and tourist venues must close. This includes:
  - a. cinemas, theatres and concert halls.
4. Exemptions from gatherings limits in all tiers:
  - a. for work or providing voluntary or charitable services, including in other people's homes;
  - b. for childcare, education or training – meaning education and training provided as part of a formal curriculum;
  - c. for supervised activities provided for children, including wraparound care (before and after-school childcare), groups and activities for under 18s, and children's playgroups;
  - d. for formal support groups, and parent and child groups – up to 15 people aged 5 and older;
  - e. to provide emergency assistance;
  - f. to avoid injury or illness, or to escape a risk of harm;
  - g. to provide care or assistance to someone vulnerable or to provide respite for a carer.

## 5. Protecting people more at risk from coronavirus

If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You should:

- be especially careful to follow the rules and minimise your contacts with others
- continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace

There is a further group of people who are defined, also on medical grounds, as **clinically extremely vulnerable** to coronavirus – that is, people with specific serious health conditions. Over this period, we are advising the CEV to work from home.

For full guidance please see the following links:

- [UK Gov: Local restriction tiers: what you need to know](#)
- [Guidance for the safe use of multi-use community facilities](#)
- [Latest Corona Virus information from ACRE](#)
- [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

VENUE/TASK		ACTIVITY/EQUIPMENT/TASK (Make/Model/Serial no):	Date:	Review date:							
COVID – 19 Pandemic (Coronavirus)  Armadillo  Open in a reduced capacity to accommodate hire under Tier 3 restrictions.		<ul style="list-style-type: none"> <li>Venue is open to operations staff team on a phased basis, staff continue to work from home as a priority.</li> <li>Venue open for hire to groups and essential services that meet the UK Government exemption list for groups permitted to meet in Tier 3 restrictions.</li> </ul>	27 <sup>th</sup> November 2020	5 <sup>th</sup> January 2021							
What are the hazards?	Who might be harmed and how?	What are we planning to do?	Likelihood			What do we need to do to manage risk? Action Plan.	By whom & when?	Completed Date	Revised Likelihood		
			X Consequence						X Consequence		
			E.g. 1 x 3 = 3						E.g. 1 x 3 = 3		
			L	C	=				L	C	=
<b>Contact with buildings/ furniture etc. that may be contaminated.</b>  If the building was open in a reduced capacity to accommodate	<b>Staff and visitors</b>  Contracting the COVID19 virus and passing onto others.	Venue is open to staff team and public in a reduced capacity to accommodate venue hire, as part of the phased return to work plan.	2	4	8	If staying at home - it is considered very low risk although the chance of becoming infected cannot be ruled out.  The residual risk from this hazard cannot be eliminated but can be controlled to the highest level where reasonably practicable.  Staff, hirers and visitors must follow plans and activities outlined in the Access Plan.	CPM/VOO	01.12.20	2	4	8

venue hire all building users would have the increased risk of contracting viruses from common areas, furniture and other surfaces etc.

Due to the virus lasting on different materials for a reasonable amount of time, virus could be transferred unknowingly and contracted later.

To help contain the virus, those who can work effectively from home should do so, employees working in essential services should continue to go into work where necessary. The risk of transmission can be substantially reduced if [COVID-19 secure guidelines](#) are followed closely. Extra consideration should be given to those people at higher risk.

**5 Steps to COVID Secure**

**1. Undertake risk assessment**

- This document is the risk assessment;
- Hirer activity will be risk assessed and an Access Plan will be agreed prior to bookings taking place;
- Hirers may need to provide their own risk assessment for their activities;
- Hirers must agree to all COVID procedures and risk assessments by acknowledgement they have read and understood the Yate Town Council terms and conditions of hiring the building;
- All actions and processes will be kept under review to address concerns as they arise;
- Hirers are not permitted to make changes to the Access Plan or activities without prior consultation and

					<p>agreement with the Armadillo operations team.</p> <p><b>2. Develop cleaning, handwashing and hygiene procedures:</b></p> <ul style="list-style-type: none"><li>• Staff and visitors should maintain high standards of hygiene, hand sanitizing and washing regularly, on venue arrival and departure;</li><li>• Display posters and other materials advising expectations for personal hygiene;</li><li>• All YTC staff will be “appointed persons” with responsibility for cleaning common surfaces throughout the day following a cleaning checklist provided in the staff toolbox;</li><li>• Staff will ensure hand sanitizer is available at entrance/exits and outside welfare facilities;</li><li>• Hirers will provide written and/or oral guidance on hygiene and building procedures to their visitors as part of their “housekeeping” information;</li><li>• Staff and hirers must not share any items with people outside their household. Where this is unavoidable, items should be cleaned thoroughly,</li></ul>					
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						<p>and/ or PPE should be worn.</p> <p><b>3. Help people to work from home:</b></p> <ul style="list-style-type: none"><li>• Reduce number of staff and visitors in the building at the same time, to minimise contact between staff and the public;</li><li>• When bookings are in progress the Armadillo will be closed to the public and all other services;</li><li>• x1 member of staff will work in support of bookings, to minimise the risk of contamination;</li><li>• People should remain working from home and should arrange to meet digitally wherever possible;</li><li>• Bookings can be taken by email, social media or phone. Payment over the phone is available to reduce contact between staff and the public;</li><li>• External cleaning staff – where possible, cleaning will take place during the quietest hours of building use or while the building is closed.</li></ul> <p><b>4. Maintain social distancing, 2m where possible;</b></p>					
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					<ul style="list-style-type: none"><li>• Ensure social distancing is maintained by all, minimum 1m, 1m+ is recommended;</li><li>• Display posters and other materials advising building users of expectations for social distancing.</li><li>• Design processes to avoid pinch points for example, in workspaces, stairways and corridors and welfare procedure. Staff and visitors should remain at a distance from the pinch point until access/ facilities are free from other users;</li><li>• Staff and visitors must remain in their allocated space/ area, and must not enter any other area of the building unless instructed to by staff, for welfare access, or in case of an emergency;</li><li>• Staff will support the setup of rooms to ensure social distancing is being adhered to by visitors;</li><li>• All building users are advised to use discretion and to move away from people that become too close;</li><li>• Marking out of areas to indicate social distancing;</li><li>• Reduce number of people in any area;</li></ul>					
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					<ul style="list-style-type: none"><li>• A capacity calculation has been conducted to outline the safest number of users per space (users at 6ft apart).</li></ul> <p>UK National Tier 3 restrictions (from 3<sup>rd</sup> Dec 20) permit a <b>maximum of 15 group participants regardless of capacity calculations.</b></p> <p>Some spaces in the Armadillo are not safe for 15 participants and therefore the following capacity (persons per space) should be followed:</p> <ul style="list-style-type: none"><li>• Armadillo Office x1</li><li>• OTR first floor counselling room x2</li><li>• OTR ground floor room x1</li><li>• Ground floor Café/social space x15</li><li>• First floor large meeting room x15</li><li>• First floor cinema - closed</li><li>• Armadillo garden x15</li></ul> <ul style="list-style-type: none"><li>• Welfare facilities will be assigned to teams and groups to minimise risk of contamination in common areas. Groups hiring the ground floor will use ground floor facilities. Groups hiring the first-floor areas will be allocated the first floor facilities. Common surfaces will be cleaned by the venue team before and at the end of each hire.</li></ul> <ul style="list-style-type: none"><li>• Outdoor space should be used as a priority space for activities wherever possible; the risk of coronavirus being passed on to others outdoors is considered low when <a href="#">people maintain</a></li></ul>				
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					<p><a href="#">social distancing</a>;</p> <ul style="list-style-type: none"><li>• Staff and visitors should clean clothes immediately when returning home from the Armadillo.</li></ul> <p><b>5. Manage transmission risk:</b></p> <ul style="list-style-type: none"><li>• Visitor numbers will be limited. <a href="#">Support groups</a> must be limited to a maximum of 15 people.</li><li>• Staff should refuse entry to those who display symptoms of COVID19 or have had contact with COVID19 symptoms in the last 14 days.</li></ul> <p>If anyone becomes unwell with symptoms outlined by Health England (for example new continuous cough, temperature, loss of taste or smell) they will be advised to stay home or, they will be sent home and advised to follow the stay at home guidance.</p> <ul style="list-style-type: none"><li>• Any person that becomes unwell during their visit to the Armadillo should make staff aware and should leave the Armadillo immediately to travel home (where this is safe to do so);</li><li>• Staff and visitors will be asked to leave if they pose a risk to others in the building by not adhering to safety guidelines;</li></ul>					
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					<ul style="list-style-type: none"><li>• Staff rotas are in place to minimise contact between staff. Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc, to reduce number of workers in building at any one time;</li><li>• <b>PPE</b> <b>Wearing a face covering inside the Armadillo is mandatory for all.</b> Those exempt from wearing a face covering should provide evidence of exemption.  Armadillo staff will be provided with a face mask/ shield but staff are welcome to wear their own face covering, so long as it covers the nose and mouth, and is cleaned regularly.  If visitors refuse to wear a face covering (without grounds for exemption) the visitor must not be permitted entry to the Armadillo.  PPE (face masks) should be provided by the hirer if their attendees arrive without it. 3<sup>rd</sup> parties will be asked to provide hand sanitizer for own staff and attendees/clients.</li><li>• During the initial stages of reopening, venue hire will be to one group at a time, bookings should not have close contact, a minimum of an hour should be left between each booking to allow time for building ventilation and</li></ul>					
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						<p>cleaning;</p> <ul style="list-style-type: none"><li>• Limit venue hire time to maximum 3 hours per group per day;</li><li>• Accommodating bookings in larger areas of the building, where possible, to allow for increased capacity for social distancing.</li><li>• Remove non-essential items from hire area;</li><li>• Secure and signpost areas including entry/ exit points;</li><li>• Areas that are not in use to be marked “out of bounds” (do not block fire exits or prop open fire doors unless on an automatic release catch);</li><li>• Building to be ventilated as well as possible;</li><li>• Adapt layout of hired space and access, for building users to move around safely and avoid touching common surfaces;</li><li>• Only 1 person/ bubble to go to welfare facilities at any one time;</li><li>• Encourage visitors not to bring minimal personal items to the Armadillo;</li><li>• Activities should be seated to minimise movement and contact;</li></ul>					
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					<ul style="list-style-type: none"><li>• Workstations will be arranged at a social distance, back to back and side to side following guidance on safer workstations;</li><li>• All rubbish should be stored securely and preferably outdoors;</li><li>• Hirers and their visitors should take litter away with them;</li><li>• Staff are advised not to touch any items unnecessarily, to use PPE and litter picking equipment (litter pickers are available) where touching foreign objects is unavoidable;</li><li>• Visitors will be supervised by the hirer/ group leader and encouraged to comply with COVID procedures;</li><li>• No food should be consumed by a hirer or their visitors however they are advised to bring their own drink as refreshments will not be provided by the Armadillo kitchen;</li></ul> <p>Further guidance on 5 steps to COVID secure: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a></p> <p><b>Test and Trace:</b></p> <p>It is required by law for visitors of the Armadillo will “check in” using the NHS test and trace app/ QR code or, complete a test and trace slip if they do not have access to a smart phone.</p>					
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					<p>Personal data will be stored for 21 days in line with YTC GDPR policy.</p> <p>For hirer, Test and Trace data should be collated and stored by the group leader (YTC retains the name of the lead Booker), they are responsible for recording data of attendees and are further responsible for deleting data after 21 days (compliant with GDPR guidance).</p> <p><b>Illness reporting:</b></p> <p>All users of the Armadillo need to be vigilant reporting symptoms of COVID19 personally or within their household to their group leader. and should follow government guidance on self-isolation and the use of track and trace systems.</p> <p>Hirers of the Armadillo have a duty of care to report symptoms of COVID19, and suspected or confirmed cases either personally, within households or within their client group, to Yate Town Council as soon as possible.</p> <p><a href="#"><u>NHS Test and Trace: if you've been in contact with a person who has coronavirus.</u></a></p> <p><b>Other:</b></p> <p>The Armadillo is closed between the hours of 10pm-5am.</p> <p>When working with children or vulnerable person there should always be a safeguarding lead available at the session or contactable during the session.</p>					
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						When working in the Armadillo there must always be a first aid trained member of staff in the team.					
<p><b>Contact with an infected person.</b></p> <p>There is no guarantee that staff, visitors or members of the public will keep to recommended social distance or maintain high standards of personal hygiene.</p>	<p><b>Staff and visitors.</b></p> <p>Contracting the COVID19 virus and passing onto others.</p>	Venue is open to staff team and public in a reduced capacity to accommodate venue hire, as part of the phased return to work plan.	2	4	8	<b>All actions as outlined above in 5 Steps to COVID Secure.</b>	CPM/VOO	01.12.20	2	4	8
<p><b>Contact with litter that may be contaminated with the virus</b></p> <p>If the building was to open in a reduced capacity to accommodate venue hire all building users would have the increased risk of contracting viruses from</p>	<p><b>Staff and visitors.</b></p> <p>Contracting the COVID19 virus and passing onto others in household.</p>	Venue is open to staff team and public in a reduced capacity to accommodate venue hire, as part of the phased return to work plan.	2	4	8	<b>All actions as outlined above in 5 Steps to COVID Secure.</b>	CPM/VOO	01.12.20	2	4	8

<p>contact with litter or other items.</p> <p>Due to the virus lasting on different materials for a reasonable amount of time, virus could be transferred unknowingly and contracted later.</p>											
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**COMMENTS**

The Armadillo is open in a reduced capacity to accommodate existing hirers as part of the phased return to work plan; and to provide venue staff with the capacity to undertake tasks that cannot be completed while working from home.

Prior to 3<sup>rd</sup> parties working from or hiring the Armadillo, information sharing will take place to formalise expectations for building use. The Venue Operations Team will work with the 3<sup>rd</sup> parties to gather information and form an Access Plan, this plan will include:

- A description of the activities to be undertaken;
- Group numbers (including staff and volunteers);
- Key contact information;
- Procedures for building use;
- Risk assessments from 3<sup>rd</sup> parties;
- Staff toolbox.

The Armadillo Venue Operations team will provide support to hirers to ensure their activities meet the Armadillo (and Yate Town Council) “COVID Secure” expectations and guidance set by UK Government and Public Health England, to maintain health and safety to the highest standard practicable, to ensure staff and the public are protected from harm.

Only when all parties agree on the terms, conditions and procedures for the booking, will bookings recommence.

3<sup>rd</sup> parties will be consulted if and when any changes are made, as or when the Armadillo progresses through additional phases for reopening, or in the instance of pandemic closures (including changes to local tier restrictions and lockdowns) where services will be reduced or the venue may close.

Hirers are not permitted to make changes to their activity or access plans without consent of the by the Armadillo Venue Operations team. Changes to activity plans could require additional processes being put in place therefore, a two-week advance notification of changes to activity plan is required from all hirers, this notification with associated risk assessments, activity plans and group numbers should be sent to [Info@yatearmadillo.co.uk](mailto:Info@yatearmadillo.co.uk).

For more information: <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

### Evaluating Risk Levels

The following should be used as a guide: Likelihood x Consequence

**Likelihood** 1- Very unlikely, 2- Unlikely, 3 - Fairly likely, 4- Likely, 5 -Very likely

**Consequence** 1- Insignificant 2-Minor, 3- Moderate, 4- Major, 5 - Catastrophic

**Risks should be categorised:**

- 1-4 acceptable (no further action but ensure controls are maintained)
- **5-9 adequate (look to improve if possible, at next review);**
- 10-16 tolerable (look to improve within specified timescale);
- 17 – 25 unacceptable (make immediate improvements)

5	10	15	20	25
4	8	12	16	20

3	6	9	12	15	C O N S E Q U E
2	4	6	8	10	
1	2	3	4	5	

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C

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**LIKELIHOOD**

<b>Assessor's</b>	Leah Collier	Hayley Townsend	Carene Whiting-Hays
<b>Date</b>	01.12.20	01.12.20	01.12.20
<b>File location</b>	L:\Pandemic\Armadillo\venue operations\TIER 3		