

SOUTHWARK

◆ CATHEDRAL ◆

Risk Assessment Venue Hire Covid-19

Job/activity or area	Venue Hire at Southwark Cathedral
Description of activity:	Use of Southwark Cathedral for Venue Hire by a third party
Significant Risks and Hazards: Transmission of the Covid-19 via contamination person to person, and via contaminated surfaces.	
Persons at Risk: Delegates, staff	
Consequences: Transmission of Covid-19 to others	
<p>To be read in conjunction with the risk assessment for reopening the Cathedral found here: https://cathedral.southwark.anglican.org/media/2760/risk-assesment-for-re-opening-website-june-2020.pdf</p> <p>Control Measures:</p> <p>General</p> <ul style="list-style-type: none"> • No person with Covid symptoms is to enter the Southwark Cathedral • Any person who develops symptoms whilst on site to: <ul style="list-style-type: none"> - Let Venue Hire team know immediately - Be moved to a designated isolation space away from other people - Arrange to leave site safely, avoiding using public transport as far as possible <p>a) Event delegates</p> <ul style="list-style-type: none"> • Event delegates and organisers must complete the Health Declaration Form and return to the Venue Hire team before the event • The Event Organiser to keep details of those who attend for 21 days after the event • On arrival all delegates to sanitise or wash their hands for 20 seconds • Social distancing to be observed at all times <p>b) Sanitation</p> <ul style="list-style-type: none"> • Event spaces will be cleaned in line with Government guidance before and after use • All meeting rooms and toilets will be deep cleaned in line with Government guidance and locked before and after use • All event equipment will be sanitised in line with Government guidance before and after each event 	

- The Cathedral Facilities Team will be on site, cleaning public touch points (hand rails, handles, surfaces etc.) including the toilets, every hour
- Waste will be disposed of after each event in line with Government guidance
- Hand sanitiser will be freely available throughout event spaces
- Anti bacterial wipes and masks available in each meeting room to be used by delegates
- Doors will be propped open where appropriate to minimise touch points across site
- Windows opened as appropriate for air ventilation
- Delegates must not share pens, documents and other objects.
- We encourage event organisers to not use badges and to make their events paperless as far as possible to minimise transmission
- No more than two people in the lift at one time. Delegates are encouraged to use the stairs.
- Own access coat rails and coat hooks are available to use
- Anti bacterial wipes and hand sanitiser should be used by delegates when handling any equipment provided by the venue for the purpose of the event
- All presentations to be uploaded before arrival must be sent via e-mail to Venue Hire team or associated contractor 24 hours before event. Memory sticks should be handled by delegates only.
- All parcels must be delivered to Venue Hire team at least 72 days before meeting day.
- All used PPE and rubbish must be disposed in designated bins.
- All belongings must be taken before leaving the venue
- In the event that someone develops Covid symptoms on site, the spaces used will be deep cleaned in line with specific government guidance

Government Guidance: Cleaning in a non-healthcare setting:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

c) Social distancing

- Event space capacities and seating plans are set using the 1m+ social distancing guidance. Delegates not to move seats during event. Seating plans can not be amended on day of event.
- Event organisers may opt for a 2m social distancing layout as required
- Delegates to enter the Cathedral via the Churchyard entrance and follow the one way route around site throughout the event.
- Arrival, break and departure times for each event will be staggered to reduce congestion. Please adhere to the timings given.
- A separate break space (as appropriate) and designated toilets for delegates are available
- Toilets are capacity constrained – delegates must queue outside the door at an appropriate distance if full and give way when entering
- Enhanced signage available across site reminding delegates of one way routes and health and safety measures
- Socially distanced day delegate menu with disposable equipment developed with caterer to minimise transmission

- No self service options available for catering

d) Cathedral staff

- Staff to wash their hands with soap and water for 20 seconds or use hand sanitizer a minimum of once an hour
- All staff to receive training on coronavirus control measures and standard operating practice before returning to work
- All staff to keep an appropriate distance from others at all times
- One person per 100 attendees to monitor social distancing measures being observed.
- A member of the Venue Hire team will give a briefing at the beginning of the meeting, giving an overview on housekeeping, keeping safe during the event and to collect health declaration forms.
- Staff will wear masks and appropriate PPE throughout the event
- Site visits to be minimised through use of 3D tour
- Planning meetings to be held online rather than in person

e) Suppliers

- All suppliers on site to provide satisfactory Public Liability documentation, RAMS and COVID-19 risk assessments for sign off by Venue Hire team before event
- Deliveries pre-booked and staggered with agreed access routes
- Suppliers to wash their hands for 20 seconds or use hand sanitizer at least once every hour
- Suppliers to wear appropriate PPE throughout the event
- Suppliers to keep a distance from others at all times
- Suppliers to maintain a list of event staff with contact details for 21 days after the event
- The Catering Team member will minimise contact at 'handover' points with delegates when serving food and drinks
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Risk assessment completed by:	E. Allen
Date completed:	23 July 2020
Review date:	24 August 2020

Review Table

Date	Actions	By whom