

## Priory Street Centre Risk Assessment for Conference Centre – Rooms and Communal areas – COVID-19

Hazards from using the building	Who is at risk	Mitigation already in place	York CVS action taken (All actions will be completed by Matt Langhorn and/or Lisa Egginton – York CVS team)	Visitor Responsibilities
<ul style="list-style-type: none"> <li>• Contracting virus from individuals (who have COVID-19) sharing the conference space</li> <li>• Risk of bumping in to each other as social distancing is not observed or cannot be observed</li> <li>• Social distancing is more difficult               <ul style="list-style-type: none"> <li>○ in corridors</li> <li>○ or outside/inside the toilet</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Licensees</li> <li>• Visitors</li> <li>• Contractors working on the building i.e. decorators, electricians, plumbers etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced number of people in the building and rooms</li> <li>• Following up to date government guidance</li> <li>• Social distancing, mask, sanitising and handwashing posters positioned around the building</li> </ul>	<ul style="list-style-type: none"> <li>• Room capacity reduced to comply with a minimum of 1.5 meter social distancing</li> <li>• Room layouts to comply with a minimum of 1.5 meter social distancing rule (see page at end for more details)</li> <li>• All areas to be sanitised with fogging machine regularly</li> <li>• Touch points are cleaned at regular intervals throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Need to work closely with the Priory Street Centre Team ahead of the booking and discuss their requirements and complete a booking form for all bookings at least one week in advance</li> <li>• Allow extra time for set up/tidy up to include cleaning and wipe down of all touch points</li> <li>• Try to stagger break/lunch times</li> <li>• Tell anyone who is currently experiencing COVID-19 Symptoms that they should not attend the event and prohibit them from entering the building.</li> <li>• Masks must be worn at all times in the building (unless attendees have a reasonable excuse e.g. health condition) but may be removed when attendees are seated in the room booked</li> <li>• Attendees using the conference centre are to be alert when coming out of rooms or turning in to corridors, in order to maintain 2 meters from each other where possible</li> <li>• Adhere to guidelines for conference centre use</li> <li>• Ensure the guidelines are explained to any attendees and delegates in advance of the event and are enforced during the event.</li> </ul>

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<ul style="list-style-type: none"> <li>○ in the kitchen</li> </ul>				<ul style="list-style-type: none"> <li>• Notify York CVS immediately if anyone tests positive for COVID-19 or displays symptoms</li> <li>• The QR code at the entrance of the Conference Centre should be scanned by attendees who have the NHS Track and Trace App.</li> <li>• Maintain a record of the names and contact details of the attendees for at least 21 days so that if a track and trace request is made, the appropriate information can be provided to the Health Authorities.</li> </ul>
<p>Contracting the virus from objects that are touched by an individual who has COVID-19</p> <p>Touch points:</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Light switches</li> <li>• Window catches</li> <li>• Tables, chair</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Licensees</li> <li>• Visitors</li> <li>• Contractors working on the building i.e. decorators, electricians, plumbers etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitiser stations are positioned around the building</li> <li>• Hand sanitisers outside each toilet and on all entry points to the building</li> <li>• Hand washing, mask and hand sanitiser posters</li> </ul>	<ul style="list-style-type: none"> <li>• Drawing up a cleaning schedule and checklist</li> <li>• All areas to be sanitised with fogging machine regularly</li> <li>• Touch points are cleaned at regular intervals throughout the day.</li> <li>• Normal cleaning of conference rooms (once per week)</li> </ul>	<ul style="list-style-type: none"> <li>• Need to work closely with the Priory Street Centre Team ahead of the booking and discuss their requirements and complete a booking form for all bookings at least one week in advance</li> <li>• Tell anyone who is currently experiencing COVID-19 Symptoms that they should not attend the event and prohibit them from entering the building.</li> <li>• Use hand sanitisers when entering each building, going into and coming out of the toilets, before handling food and drinks and at regular intervals throughout the booking</li> <li>• Food and drink should only be consumed while attendees are seated.</li> </ul>

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<p>backs and arms</p> <ul style="list-style-type: none"> <li>• Soft furnishings which cannot be readily cleaned between uses</li> <li>• Windows, curtains or blinds</li> <li>• Toilets</li> <li>• Kitchen</li> <li>• Equipment</li> </ul>		<p>positioned around the building</p>	<ul style="list-style-type: none"> <li>• Posters asking staff, licensees, visitors and contractors to clean toilets after use</li> <li>• Provide paper towels in kitchen and toilets</li> <li>• High level disinfectant surface spray to be provided for visitors to use in toilets and kitchen after use</li> <li>• Deep clean of all area following any cases of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• Masks must be worn at all times in the building (unless attendees have a reasonable excuse e.g. health condition) but may be removed when attendees are seated in the room booked</li> <li>• Washing hands in kitchens</li> <li>• To maintain social distancing where possible whilst using kitchen and toilet facilities wherever possible</li> <li>• Only two people to enter toilet areas at any one time</li> <li>• Toilet seats to be put down when flushing (for non-accessible toilets)</li> <li>• Use cleaning products and gloves to clean toilets and kitchen during/after use</li> <li>• Equipment must only be used by one person per event and will be sanitised after use.</li> <li>• Adhere to guidelines for conference centre use</li> <li>• Ensure the guidelines are explained to any attendees and delegates in advance of the event and are enforced during the event.</li> <li>• Notify York CVS immediately if anyone tests positive for COVID-19 or displays symptoms</li> <li>• Maintain a record of the names and contact details of the attendees for at least 21 days so that if a track and trace request is made, the appropriate information can be provided to the Health Authorities.</li> </ul>

**Room Capacity – Covid-19**

<b>Room</b>	<b>Maximum capacity</b>
Main Hall	Minimum 1.5m Social Distancing: 26 Classroom or Theatre style + 2 instructors (who are strongly recommended to wear a mask)
	Minimum 2m Social Distancing: 22 Classroom or Theatre style +2 instructors (who are strongly recommended to wear a mask)
Denham	Minimum 1.5m Social Distancing: 12 Classroom style or 14 Theatre style + 1 instructor (who is strongly recommended to wear a mask)
	Minimum 2m Social Distancing: 8 Classroom or Theatre style + 1 instructor (who is strongly recommended to wear a mask)
Clementhorpe	Minimum 1.5m or 2m Social Distancing: 8 Classroom or Theatre style + 1 instructor (who is strongly recommended to wear a mask)
Micklegate	Minimum 1.5m Social Distancing: 6 Classroom style + 1 instructor (who is strongly advised to wear a mask)
	Minimum 2m Social Distancing: 4 Boardroom style or 4 Classroom style + 1 instructor (who is strongly advised to wear a mask)
Fishergate	Currently not available for hire
Interview	2
Foxwood	Currently not available for hire
One to One	Currently not available for hire

**THIS DOCUMENT IS SUBJECT TO CHANGE, PLEASE REFER TO THE PRIORY STREET WEBSITE FOR THE MOST RECENT VERSION: [www.priorystreetcentre.org.uk](http://www.priorystreetcentre.org.uk)**