

# The Diamond

## Risk Assessment

187 Golders Green Road, London, NW11 9BY

Version 1. 26 August 2020

### **For the attention of Hirer and Hall Manager & Caterer**

Below is the risk assessment we will be using for the hire of the DIAMOND function hall at 187 Golders Green Road, NW11, London. and in relation to our own Facilities Management Considerations.

It is vital that all aspects of the RA are adhered to at all times.

The Hirer will not be permitted to rent the hall unless he/she has provided a signed disclaimer that they have seen, understood and provided information requested– see attached and handed it to the Hall manager no less than two days prior to the event.

The Caterer will not be permitted to use the DIAMOND function hall kitchens unless they have returned a signed disclaimer that they have seen, understood and provided information that the RA requires and have provided assurances that they can operate in a COVID-19 safe manner at all times.

The responsibility of the Hall manager before, during and after the event is vital for the safe and smooth running of the all events. The responsibility of much of the actual event compliance will be that of the Hall Manager. The Hall Manager must understand this risk assessment and understand the actions needed as and when they present. The Hall Manager is required to record all instances of non-compliance by the Hirer, Caterer and or Guests and provide these notes to the DIAMOND after the event. This includes contact tracing lists, cleaning schedule and logs, disinfect schedules and logs.

Crowd counters must be used at entry to keep log of entrants and electronic temperature wand used on entry of staff, volunteers and guests.

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**187 Golders Green Road, London, NW11 9BY**

**Version 1. 26 August 2020**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.                      Disposing of rubbish containing tissues and cleaning cloths.                      Deep cleaning premises if someone falls ill with CV-19 on the premises.                      Occasional Maintenance workers.</p>	<p><b>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</b>  <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b>  <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></p> <p>All surfaces and equipment have been treated with ZOONO 30 Day protection from Covid-19, which is repeated at least every 30 days.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable, or over 70.                      Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.                      Mental stress from handling the new situation.</p>	<p><b>Staff in the vulnerable category are advised not to attend work for the time being.</b>  <b>Discuss situations with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</b>  <b>Install screen for any reception office.</b>  <b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.                      No staff over 70.                      Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

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Outside areas including steps and ramp	Social distancing is not observed as people congregate before entering premises. Access areas are too congested to allow social distancing. People drop tissues.	Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queuing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove (cleaning operatives).	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves. Encourage swift access and egress from building.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where the risk is that social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide prominent signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall during events.	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly. Multiple bins located in lobby.

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<p>Main Hall (Functions and Events)</p>	<p>Door handles, light switches, tables, chair backs and arms. Soft furnishings (including partitioning) which cannot be readily cleaned between use. Projection equipment. Screen. Commemorative photos, displays. Social distancing to be observed.</p>	<p>Door handles, light switches, tables, chairs and other equipment used to be cleaned by staff or contractors before use. All surfaces and equipment have been treated with ZOOONO 30 Day protection from Covid-19, which is repeated at least every 30 days. Social distancing guidance to be observed by hirers in arranging their activities. Hirers and function attendees to be encouraged to wash hands or sanitise regularly. Fresh air cooling and ventilation system operative consistently throughout every hall usage.</p>	<p>Consider removing any items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p> <p>Multiple bins located adjacent to hall.</p>
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<p>Small meeting room, and office</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned. All other surfaces.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by staff or contractors before use. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc regularly. All surfaces and equipment have been treated with ZOONO 30 Day protection from Covid-19, which is repeated at least every 30 days.</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide additional “kettle point” to avoid two groups using the same kitchen. Encourage staff to maintain social distancing at all times.</p>
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Kitchen	Social distancing more difficult due to confined movement spaces. Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Steam ovens, and all other relevant kitchen equipment.	Hirers and their staff are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers and their staff to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided. All surfaces and equipment have been treated with ZONNO 30 Day protection from Covid-19, which is repeated at least every 30 days. Fresh air cooling and ventilation system operative consistently throughout every usage.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.
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Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to evaluate frequency of cleaning.	Stored cupboards accessible to keyholders only.
Storage Rooms (furniture/equipment, mechitzah,microphones etc)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use. Microphones used by multiple speakers	All equipment to be cleaned and sanitised post event. Hall manager to disinfect mics after each speech. All surfaces and equipment have been treated with ZOONO 30 Day protection from Covid-19, which is repeated at least every 30 days.	Consider whether re-arrangement or additional mechitzas / screens will facilitate social distancing.  Consider speakers not using mics due to small numbers attending.  Set-up and take down does not present issue of social distancing.

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Version 1. 26 August 2020

Toilets	Maintaining social distancing. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<p>Staff to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Staff to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</p> <p>All surfaces and equipment have been treated with ZOOONO 30 Day protection from Covid-19, which is repeated at least every 30 days.</p> <p>Users encouraged to close lid before flushing.</p> <p>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</p> <p>Upgraded programme of regular cleaning is in operation.</p>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and event manager and staff know where to access for re-stocking if needed.
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"Shielding" guests and guests over 70 years old	Shielding or elderly guests being more vulnerable and susceptible to virus.	Discourage event guests or gym users presenting as shielding, elderly and or vulnerable from attending event. In the event that shielding guests do attend (or need to utilise gym), ensure that PPE is used and maximum precautions are taken to avoid contact with other guests and to ensure distancing.	Obtain guest list from Hirer prior to event, identify those that cannot attend and discourage accordingly.
Function Guests	Table plan may be too dense. Social distancing may not be easily achievable at all times. Increased physical contact during event between guests.	Ensure tables are laid out in a socially distant fashion. Hall manager to ensure social distancing is adhered to as best as possible at all times. Ensure dancing and or social group gathering is not taking place. Encourage use of PPE.	Consider the use of gloves for all guests, staff and volunteers. Consider long tables in place of round.
Function Guests	Dancing, singing may transmit CV-19	Ensure guidelines are followed regarding the use of air instruments (prohibited) – same for singing. Dancing to be discouraged.	Consider removing all tables after event (benching) to allow socially distant dancing with no physical contact.
Function Guests	Guests that are unwell, showing high temperature readings or are CV-19 positive without being aware may attend event	Stay at home guidance if unwell at all entrances. Bar entry to those with worrying symptoms.	Discuss with function organiser (Hirer) about informing all guests that unwell or guests presenting CV-19 symptoms do not attend. Elderly and infirm advised not to attend.

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Version 1. 26 August 2020

Function Guests, staff and volunteers	Guests who may fall unwell after the event at a later time	Guests, volunteers and staff to provide contact details to hall manager, provide seating plan.	Have seating plan from hirer, have list of guests contact details so contact tracing can be done if required at later stage.
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances, seats to be limited, booked in advance, 2 seats between individuals or households. Prohibit events where risk assessment measures can be confidently upheld. Identify max safe occupancy where each attendee has 2 metre squared distance.	See National Rural Touring Forum guidance, Section 2.6