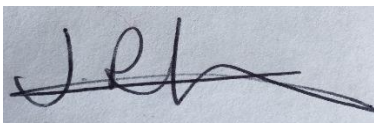


Covid19 Risk Assessment – Marine Engine House (Walthamstow Wetlands)

Description of Activity / Person / Area / Equipment being assessed	Venue hire (weddings/private events) in Turbine Room & Marine Engine House
Section(s) / Team(s) covered	Museums and Galleries
Location(s) covered	Walthamstow Wetlands
Date of Original Assessment	22/07/20

What date did staff (through the H&S co-ordinator) covered by this risk assessment, have the opportunity to comment on this risk assessment?	29/07/2020 (JR sent to all staff by email)	
Which building Covid-19 assessment was referred to for completing this risk assessment	Marine Engine House, Walthamstow Wetlands	
Will staff covered by this risk assessment be aware of the controls noted and understand them (for example receive a copy or have access to it on the Council's website)?	Yes	
Copy of form sent to Trade Union Safety Representative for consultation	Yes	
A completed copy of this form has been sent to H&S team	Yes	

Has action been taken	ONGOING
Confirmed by Line Manager?	YES
Lead Assessors name (print)	Jen Robertson
Lead Assessor's signature	
Date:	05/08/2020

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	Lorna Lee
Manager's signature	Sent by email
Date:	6/8/2020

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
10/08/2020				

Significant hazards and current controls in place

To aid with the review of the risk assessment please provide the following. Please remember, where practicable, staff should work at home

Description of the service delivery	Wedding ceremonies to be held in the Turbine Room, in line with government restrictions. Currently suspended are Sit-down wedding receptions in café space (inside/on terrace)
Description of working arrangements	One staff member will be assigned to assist with the venue hire/event. They will be on site until the guests leave.
Proposed working arrangements as lockdown eases	Reception arrangements will be reviewed

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
	Spread of Covid-19 Coronavirus in Turbine Room	Staff (including registrars) Hirer + guests Cleaners Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><u>Wedding set up, Hand Hygiene, Social Distancing</u> <i>See floor plan p.9</i> TURBINE ROOM:</p> <ul style="list-style-type: none"> - Room capacity has been measured with a max capacity 25 including registrars and couple <ul style="list-style-type: none"> o Options for layout determined by household group sizes. Rows can accommodate 7 people in 3+3+1, 3+2+2, 4+3 - Entry/exit will be through turbine room double-doors to avoid contact with other users of Engine House - Guests will be seated on arrival and asked to remain seated for the duration of the ceremony, with the exception of toilet visits which will be overseen by the assigned member of staff (see below). - Hand sanitiser provided on entry for all guests/regstrars - Face coverings to be worn by all guests (not required for wedding couple or registrars) - In line with government guidelines no food, drink, loud music or singing to be permitted during the ceremony 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<p>PRE-CEREMONY INTERVIEWS:</p> <ul style="list-style-type: none"> - These will be conducted in the staff office (1st floor), with the couple located at one end, the registrars spaced out 2m apart on chairs. See floor plan p10 indicating capacity of 4 as agreed by LBWF space planning team. - The registrars will be briefed to ensure the couple are able to enter/leave the office space in a covid-19 secure manner – the registrars must enter first, followed by the couple (and the reverse upon exiting) - The assigned member of staff will assist with this process <p>BOILER ROOM:</p> <ul style="list-style-type: none"> - Face coverings to be worn at all times by guests when inside the building - Hand sanitising stations will be set up at the main entrance, reception desk and outside the toilets. Anyone entering the building or entering/leaving the toilets will be required to sanitise their hands. - A combination of floor markings and signage will be utilised directing building users to maintain a social distance and showing a one-way system within the building. Anyone within the building must follow these directions. - Accessible lift available for people with any mobility issues. If members of same household, lift has a capacity of 2 people (max). - If person with mobility issues requires entry/exit from any door, this will be provided (managed by the assigned member of event staff) ensuring social distancing is being maintained. - This space has a capacity of 7 people – including staff, and those waiting in the queue for the toilets. <p>Toilets:</p> <ul style="list-style-type: none"> - All guests will utilise the main block of toilets, with a one-person limit within either the men’s or women’s toilet at any time, and a queuing system managed by the assigned member of staff. <ul style="list-style-type: none"> o These toilets will be professionally cleaned ahead of the wedding, and signage will be placed to ensure public are aware of current cleaning regime and what they must do to ensure safe use. 	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<ul style="list-style-type: none"> ○ A queue system will be in place for the toilets with clear 2m social distance markers on the floor. Staff will be able to monitor and manage to ensure there is no bottlenecking occurring at the toilets and that capacity is limited to ensure social distancing can be maintained. This will be managed by the assigned member of event staff. ○ Antiviral Disinfectant will be provided in the public toilets for general use to protect against coronavirus. This is provided instead of wipes as there is the risk that these will be flushed down the toilet and block the system. With the spray the public will be able to use toilet paper which will not cause and issue if flushed down the toilet. <div data-bbox="817 598 1680 1173" data-label="Image"> </div> <ul style="list-style-type: none"> - Staff, delivery drivers and any guests with access requirements will utilise the disabled toilet. This will be unavailable for all other guests. ○ Antiviral Disinfectant will be provided in this toilet for general use to protect against coronavirus. This is provided instead of wipes as there is the risk that these will be flushed down the toilet and block the system. With the spray guests will be able to use toilet paper which will not cause and issue if flushed down the toilet. 	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			Café - World's Larder: (Wedding reception area – currently receptions are not permitted until further notice)	
2	Lack of cleaning support increases risk of contaminated surfaces	Building users	Prior to each event a designated cleaner to be employed to clean/prepare the site ahead of the venue hire event. This will be booked through Service Store and confirmed by JR	Low
3	Too many people within one space	Building users	Maximum numbers have been identified above and explained to the hiring couple.	Medium
4	World's Larder Café don't follow COVID secure guidance	Building users	N/a	High
5	Member of staff shows symptoms of Covid-19	Building users	<p>Management will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system</p> <p>Staff and have been advised they will need to be ready and willing to:</p> <ul style="list-style-type: none"> o book a test if they are displaying symptoms. Staff must not come into the building if they have symptoms and must be sent home to self-isolate if they develop them in the building. o provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace o self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>If staff members have contracted Covid-19 from work this must be reported on the AIR line call 03300 586 469 so an investigation can be completed and a RIDDOR report made, where required</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a constantly changing situation.</p>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
6	Member of public shows symptoms of Covid-19	Building users	<p>Management will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system</p> <p>The member of public will be advised to leave the building and go straight home and will advised they will need to take a test.</p> <p>The member of public will not be allowed back into the building until they can confirm the test was negative or they have completed their period of isolation.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p>	Low
7	There is a confirmed case of Covid-19 for a building user	Building users	<p>As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff, the manager will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The manager will notify the Public Health Team,</p> <p>The LCRC will provide guidance on communications and letter templates for the library to send to staff, customers, and the wider community.</p> <p>Ongoing infection control advice and support will be made available to staff via the Public Health team</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	Low
8	Staff wellbeing deteriorates due to Covid-19 Pandemic		<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Manager and staff refer to stress policy for guidance</p> <p>Staff are aware of the employee assistance programme - 0800 328 1437</p>	Low

Risk Rating: if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

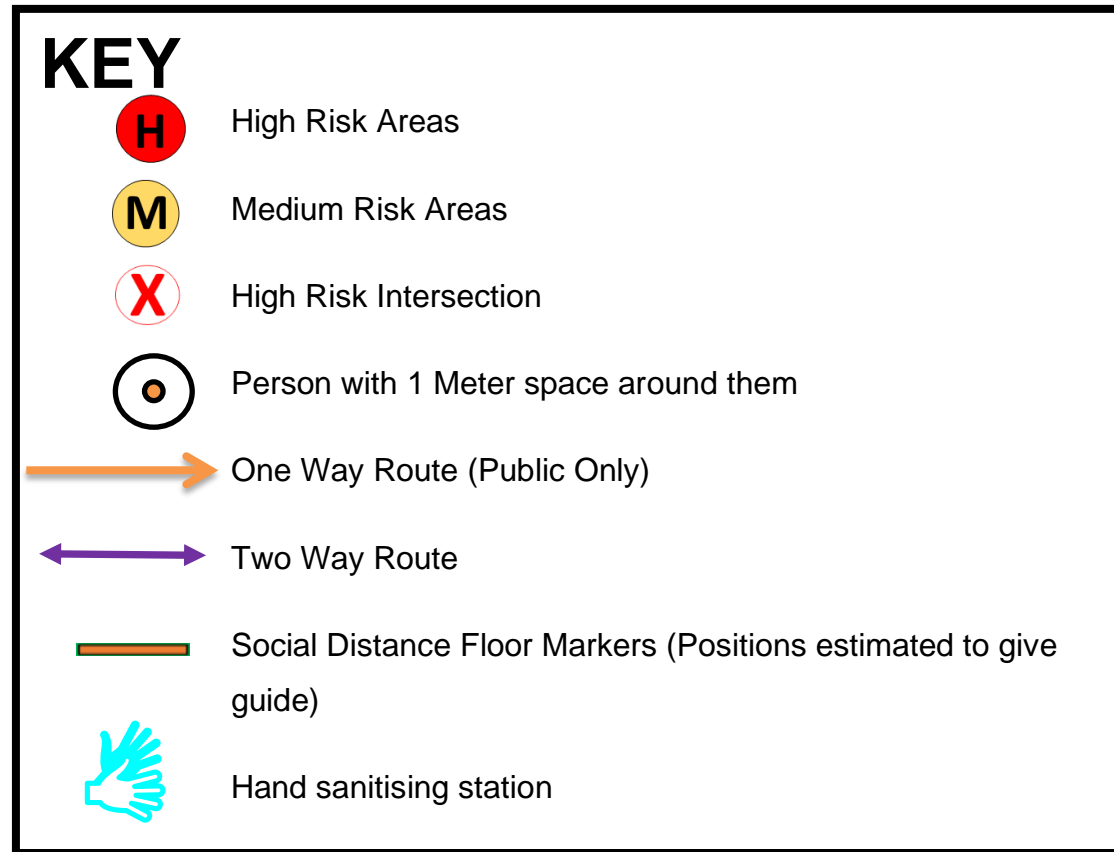
Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
1	Risk Assessment review from staff	JR to send RA to management team & H&S team for review	Low	D Beherall to send to JR, who will send on to all parties	05/08/20	05/08/20	JR
3	Too many people within one space	One member of staff will be assigned to manage the event, and will ensure that room capacities and social distancing guidelines are followed	Low	JR to assign staff	Ahead of each venue hire event		
4	World's Larder Café don't follow COVID secure guidance	Café wedding reception risk assessment to be reviewed in advance of opening. Floor plan with table set-up to be shared with space planning team for sign-off	Low	JR to request from Dan Beharall, then JR to send to relevant parties	17/08/20		
5	Wedding receptions set up incorrectly	<p>Once government guidance allows</p> <ul style="list-style-type: none"> - Sit-down meal for up to 30 people only - Engine House will be closed to the public when wedding reception is underway - Risk assessment to be completed by café management and agreed with LBWF before any indoor/terrace receptions can take place. <p>Tables inside and on terrace arranged to ensure 2m distance between guests (excluding those from the same household or social bubble) (awaiting floor plan from World's Larder).</p>	Low	World Larder	01/09/20		

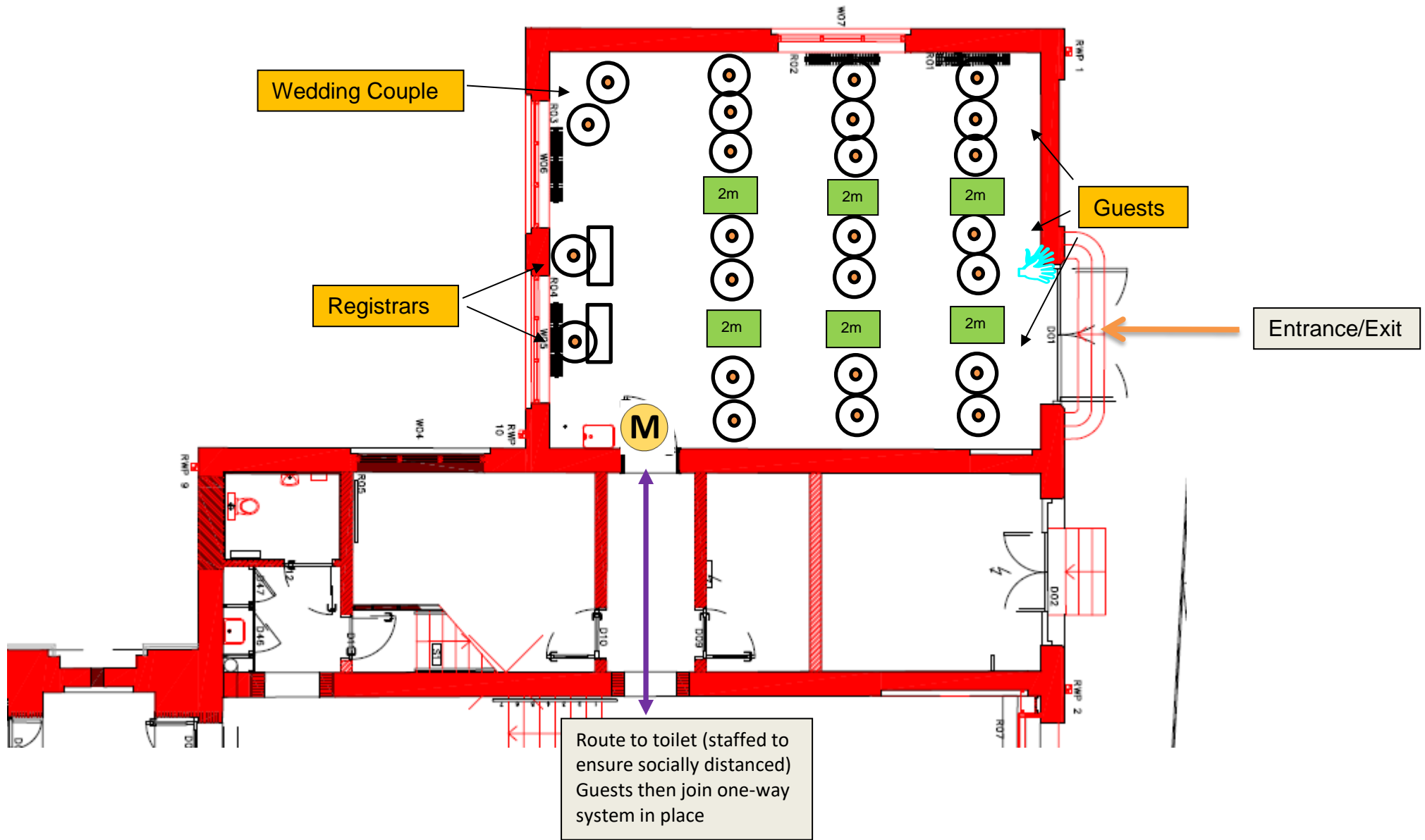
Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

Covid-19 Floor Plan for Marine Engine House

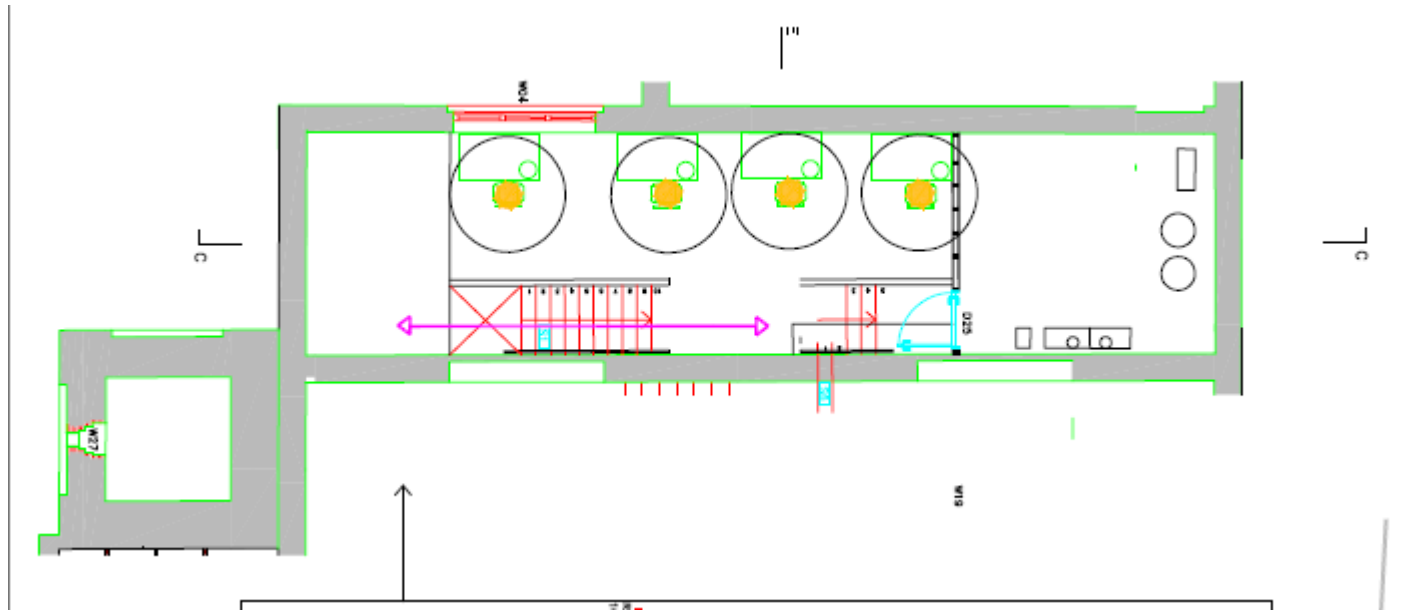


Last Update: Jen Robertson 22/07/20

Marine Engine House – Turbine Room set-up with example seating plan (max capacity 25)



Marine Engine House – Staff office (pre-ceremony interview location) set-up
(max capacity 4)



Marine Engine House – Café & terrace (reception location) set-up (max capacity xx)

(Awaiting this from World's Larder)