

**COVID - 19 Risk Assessment - Members attending meetings at Brecon Masonic Hall
(BMH, for the purposes of this Risk Assessment).**

HAZARD	Who is at Risk	Controls Required	Further Actions to Control the Risk	Who needs to carry out the action	When is the action needed by
<p>Covid - 19 Coronavirus</p> <p>Spread from person to person by droplets from the mouth and nose. Also by someone touching a surface that has been contaminated and then touching the eyes, nose or mouth.</p> <p>(Assume everyone is contagious and anyone can catch it.)</p>	<p>Everyone attending BMH for a meeting</p>	<p>Do not attend if in a High Risk Group.No Brother should feel under pressure to attend. If any Brother has been in recent contact with a positive Covid case or in any doubt, undertake a lateral flow test and update on government website. Carry dated proof of negative test result, if necessary. If there is any doubt, Brethren should seek advice, prior to their attendance.</p>	<p>The maximum capacity for BMH is 54. Please continue to note any updates, which will be published and distributed to Lodges.</p>	<p>All members to consider. Their own personal situation, prior to attendance. Secretary to record all attendees' details and note any changes in members health conditions for Track & Trace purposes.</p>	<p>Prior to and after any meeting. Any Brother feeling unwell during a meeting, should immediately inform the DoS or Nominated steward and leave the meeting without waiting to be excused. Secretary / Almoner to follow up.</p>
		<p>Reduce numbers of attendees</p>	<p>Set a policy on numbers allowed. This will me governed by the "every other" seating arrangement and numbers calculated on this basis (this number is subject to change).</p>	<p>BMH</p>	<p>Prior to re-opening. Secretaries to be informed, accordingly. BMH Covid Policy to be updated as and when necessary.</p>
			<p>Control attendees as per policy. Policy to be updated and any changes marked in Red & Dated.</p>	<p>Association Secretary Secretaries and Stewards</p>	<p>Before and during meeting</p>
		<p>Control of Access, Egress, Seating</p>	<p>Provide Routes, Signs and Notices to maintain Social Distancing Measures. All members to reference the BMH Covid Policy Document and site map. Tyler to govern the use of the stairway and maintain "stop, go" routine. There will also be a need to allow less able bodied Brethren to use the stair lift. The Tyler or nominated Steward will assist with coordinating the use of the stairway.</p>	<p>BMH. Tyler and DoS (to organise dispersal after meeting). Nominated Steward.</p>	<p>Prior to re-opening. Secretaries should make sure that all members have received a BMH Covid Policy Document. Tyler, DoS & Steward to be fully briefed.</p>
			<p>Supervision of members, referring to site maps for entrance & exit. Also referring to emergency exit strategy.</p>	<p>DoS, Nominated Stewards, Secretaries</p>	<p>Before, during and after meeting</p>

<p>Reduce airborne transmission (N.B. Limited extra ventilation)</p>	<p>Wearing of face masks on entry into BMH, when changing and walking. No singing. Doors to remain open at the bottom of the stairs, Temple entrance and behind the JW's chair. Meeting still to be Tyled. A constant fresh airflow should be monitored. The room temperature should be set at a comfortable level, to minimise excessive perspiration The playing of music is now permissible. Signing is now permissible (subject to change and at the discretion of each Lodge).</p>	<p>Nominated Steward, Tyler. Secretary to check. Attendees should also be actively encouraged to report any issues which inhibit their own comfort.</p>	<p>Before, during and after meetings. The building should be allowed to "air", with a buffer of 72 hours (minimum) between meetings or rehearsals. Please refer to the Association Website Calendar for meeting dates and to avoid clashes.</p>
	<p>Use the "Catch it, Bin it, Kill it" routine.</p>	<p>All members to carry their own tissues etc and dispose, either by taking them home or placing in bags (provided), tying and disposing in allocated bins. Use sanitising stations as and when necessary.</p>	<p>Whilst in the building. Minimising cross contamination, especially for persons disposing of bin waste from BMH.</p>
<p>Reduce physical transmission</p>	<p>Limit use of Lodge equipment. Open doors and monitored. Brethren should avoid congregating downstairs and make every effort to keep walkways and doorways clear. Brethren are encouraged to change into their regalia and move to their chosen seat in the Temple (and remain at their seat). Gloves can now be worn at ceremonies.</p>	<p>Master, Stewards, all members</p>	<p>Before during and after meeting. Refer to BMH Covid policy</p>
	<p>Limit use of toilets. Both WC's will be open, but the use of the changing area is not allowed. WC area limited to one person use at a time (signposted). Regalia maybe put on, in the main downstairs room or in the Temple. Brethren are still encouraged to carry their cases and place them under their seats in the Temple.</p>	<p>BMH. Monitor during building use. Note specific signage on WC entrance and within.</p>	<p>Prior to re-opening - signage in place.</p>

	Strict hand sanitisation	Provide washing facilities, hand sanitisers and paper towels (Only) Air driers can now be used. Sanitising stations to be clearly marked and placed on ground and first floors.	BMH	Prior to re-opening - signage in place.
		Regular hand washing / use of sanitisers - as per the BMH Covid Policy	All members	On entry and as necessary. Prior reading of BMH Covid Policy by all members
	Strict cleaning regime	Clean all Masonic equipment after use. Cleaning equipment will be provided, to allow for consistency.	Under the direction of the DoS. Stewards or nominated members, will assist. Lodges may decide on the most appropriate method.	Before storing away.
		Clean rooms and furniture. Minimise attendee movement ie allocate seat. Minimise lodge furniture used and/or clean between use to avoid cross contamination.	BMH Janitor. Lodge members to sanitise their own seats.	Due to number of meetings held at BMH. Janitor will be required to clean as per general routine, or as specifically requested. Cleaning dates to be logged in Maintenance Book.
		Disposal of waste paper towels. Facilities will only be available for their disposal in nominated areas ie WC.	BMH	Brethren should dispose of their own tissues/towels etc at home, or double bagged within BMH.
		Monitor members on entry. Assist members with site map, signage and BMH Covid Policy (displayed on board).	Nominated Safety Officer, Stewards. Secretaries.	Before meeting, attendance list produced by Lodge Secretary and distributed to DoS, Nominated Steward

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		Provide Information	Detailed Guidance Notes to be produced, updated and distributed to all members.	BMH via Secretaries	Prior to re-opening
		Provide Instruction and Training	Stewards to be trained as to their roles and responsibilities before, during and after the meeting.	BMH via Secretaries. Each lodge can undertake their own method.	Prior to re-opening
This Risk Assessment will be reviewed annually or in the light of new Government or other information received.				Completed By:	 R G Rogers
				Date: 02/09/21	