

Chelmsford Spiritualist Society

COVID-19. Risk assessment for the reopening of the Society.

Up dated 18/08/20

In pursuance of the Duty of care we have for the safety and wellbeing of visitors and guests to Chelmsford Spiritualist Society, and being subject to Government guidelines and legislation we have to take all necessary measures to restrict the spread of Coronavirus COVID-19, not only for our visitors and guests, but to protect ourselves and the community in general. The effect of these measures impact on everything we used to do and how we can reopen the doors of the Society in compliance with Government imposed restrictions the following measures are to be put into place,

1} Due to social distancing measures we will have a greatly reduced seating capacity. A maximum of 30 people altogether, seated guests will be restricted to 20 people only. Young people under the age of 16 can no longer attend events. All seats are required to be booked in advance via a designated phone number 07939-433394. All reserved seating to be confirmed via text, with booking reference. These details will also be used for Track and Trace if requested.

Payment can be made via PayPal using the Society website, preferred method, or cash payment on the day. Precautions to be put in place for the handling of cash payments, any cash received will need to be quarantined for 72 hours.

2} All visitors and guests will be advised not to visit if they or a member of their household have or suspects they have symptoms of COVID-19 or have had suspected or confirmed COVID-19 within the last 14 days.

3} All visitors and guests will be required to have their temperature checked. Anyone showing a high reading will be asked to leave. Contact details to be taken for Track and Trace purposes.

4} All visitors, guests and stewards are to sign the Visitors Log with their contact details including a contact number. This information will only be used, if and when requested, for Track and Trace purposes.

All visitors, guests and stewards are required to wear a face mask or face shield when on the premises. Sanitising stations and social distancing measures to be explained to all visitors. Visitors to be shown to their seats.

5} A one-way system will operate. One –way in, One-way out.

The main doors at the front of the building will become the Exit point, to avoid problems with those using the toilet facilities. Entrance will be via the side door to the car-park, next to the kitchen.

6} Refreshments, bottled water, prepacked tea/coffee, milk and sugar served in disposable cups. The kitchen is effectively, closed. The teapot, trolley, china cups/mugs, biscuit barrel along with cloth tea or hand towels are not to be used. Anything that can be subject to multi handing cannot be displayed or used.

7} Cleaning. Toilets and all exposed surfaces are required to be cleaned/disinfected at the end of an event. All bins to be emptied, rubbish bagged and put into the Black bin.

Colin Abbott President CSS Ltd