

# Royal Philatelic Society London

**Risk Assessment and Procedures for members and visitors attending 15 Abchurch Lane whilst coronavirus remains a threat. Members' version. 15 December 2020.**

## **Preamble:**

This risk assessment is intended as required guidance for visitors to the building, whether members or not. It is anticipated that this guidance will be regularly reviewed and developed and updated guidance will be displayed prominently in reception and on the website.

**London is currently under Tier 3 restrictions that make it impossible to hold physical Society meetings or allow our premises to be used by other society hirers. Members and Fellows regrettably cannot attend the building under any circumstances. This will not change during the easing of restrictions over the Christmas holiday period.**

Our staff are currently attending the building and are subject to the safety procedures outlined in this paper. However our working volunteers such as the Expert Committee and library volunteers cannot come in whilst London remains in Tier 3. Since 1 September 2020 Spink have been allowed to recommence their auctions, in accordance with the prevailing government guidance, but must now ensure that is compatible with Tier 3 restrictions if they are to continue.

If London is moved back into 2 or Tier 1 and Government regulations permit meetings again, rules for member's attendance will be constructed to suit. If they are the same as previous legislation the following will apply.

Opening of premises to members will be by prior appointment – Initially limited to six people in the morning and six in the afternoon (10am-4pm) in any room where social distancing requirements can be met and 30 on meeting days, no more than six in the display room at any one time. NB Start date and all meeting dates on the President's programme are subject to change depending on circumstances and government restrictions at the time. Places for guests must also be booked in advance but priority will be given to members' applications.

## **Actions required for identified areas of risk:**

Minimise both direct and indirect contacts, reduce the risk of the virus entering the building, avoid the risk of potential transmission between people in the building. Ensure our actions do not contravene legislation. Make sure all people entering the building have read this, are aware of potential risks and what they need to do to alleviate them, and sign a declaration to that effect that will be retained by the RPSL. Ensure that sufficient information is gathered from people entering the building to enable an effective track and trace system should it be required. This can be done through the QR code displayed in the foyer, the NHS Track and Trace but everyone should also fill in a declaration form. This form can be obtained from the News, Events and Meetings page on the RPSL website so it can be completed in advance or forms are available to be filled in upon arrival. It will require the name, address, phone number and email address of those attending.

## **Procedures and solutions:**

### **Personal protective equipment and cleaning materials.**

People using the building must wear face masks and preferably supply their own. The building will be stocked and restocked with face masks, latex gloves, sanitising hand wash, sanitiser sprays, liquid soap, paper towels, disinfectant, bleach, disposable wipes and all other cleaning materials necessary to keep infection at bay. Face masks and gloves should be readily available and used liberally with cleaning and sanitising done regularly and frequently as circumstances require.

**Upon arrival:**

Everyone entering the building, whether Members, Fellows, staff, volunteers, guests, visitors, building and maintenance personnel, delivery workers or anyone else, will have their temperature checked using a directional electronic thermometer by the Steward before moving forward from the front door. Anyone found to have a high temperature will be refused access.

The Steward will ask them if they have read and understood the Safety Documents which will be available on the side counter if they have not. He will then ask them to register attendance using the QR code displayed in reception or the NHS Track and Trace app but also fill in the previously mentioned form that should then be placed in a box on the side counter. People will be encouraged to use their own pen but one will be provided if they do not have their own which they will be told to keep or throw away afterwards. The Steward will sign them in so they do not touch the book or a shared pen. The Steward will then instruct them to go down the front stairs to the basement washrooms to wash their hands for at least 20 seconds with soap and water.

Taped lines on the carpet will indicate a 2 metre gap to the reception desk that should not be crossed. The Steward will also sign people out as they leave the building. Shaking hands is forbidden. At the Steward's discretion deliveries, tools or building materials may be sprayed to disinfect them when they are brought into the building.

A small room, such as the Stockholmia Room or New Zealand Room, will be made available to isolate anyone who develops symptoms after they arrive at the building whilst waiting for medical advice or assistance to arrive.

**Movement through the building:**

Two metres social distancing should be observed at all times. There is a one-way system on the staircases. To avoid face-to-face contact the front stairs leading from reception should be used to go down to basement 1 or up to floors 1, 2, 3 or 4. Travel in the opposite direction must be by the back staircase from floors 4, 3, 2 and 1 to the ground floor but still using the front staircase to go from basement 1 to the ground floor. When people arriving go to the basement either they or the Steward will call down the stairs instructing anyone in the basement not to ascend. It is only a short staircase so this will be practical and bearing in mind that maximum of about 35 people, including staff, would be in the building at any one time, it is unlikely that face-to-face contact on the stairs will occur. The door behind the reception desk will be propped open for people coming from the back staircase. Signs have been erected to show no entry and the direction of travel as appropriate.

The lift should only be used by people who are physically unable to use the stairs. The lift is a small enclosed space with hard surfaces so is a greater risk for transmitting the virus. It will be disinfected regularly on days when it is used. Nobody should venture into any part of the building where they do not need to go in order to limit the spread of accidental infection.

**Arrangements for meeting days:**

Whilst social distancing remains in force attendance at seated gatherings will be limited to 30 people as that is the maximum number permitted by legislation and that number of chairs that can be accommodated with 2 metres clearance around each. There may be an additional allowance for members that just want to view the frames but not stay for the seated portion of the meeting. As legislation currently stands members and visitors will need to wear face masks throughout their stay in the building.

Everyone attending will have to book a place with the administration team in advance. Numbers cannot be controlled if members are just allowed to turn up. Handshaking is banned. Members are requested not to bring bags unless absolutely necessary as handles have been identified as hotspots for viral transmission.

A one way system will be operated for viewing the frames with two metres gap between every person in the viewing line. This will only work if a constant pace of progress is established with no overtaking. Long stops in front of individual frames are not allowed and touching the frames is forbidden. A maximum of six people should be allowed to view the frames at any one time.

Teas, coffees and biscuits will not be provided on meeting days, nor will a buffet and alcoholic refreshments after meetings. When the member's lounge is open sitting in small close groups cannot be permitted.

No Entry/Out of Bounds signs have been erected to stop unnecessary entry to some parts of the building. It will reduce the potential for ambient infection in the event that an unknown carrier entered the building.

There will be a greater need for staff or volunteers on meeting days. It will be essential that the front desk is covered whenever the steward takes a break. At least one person will be permanently required for disinfecting and sanitising duties. A marshal will be necessary in the display room to limit the number of people at any one time and ensure constant movement around the frames. These three positions will need to be filled by staff or volunteers before the building can be opened for members and further cover will be required when they are on lunch breaks. If you are attending on meeting days please consider volunteering part of the time. Please talk to the Steward, David Taylor, to book to attend or volunteer, or send him an email. Telephone 0207 486 1044 then dial 0 for reception or email [reception@rpsl.org.uk](mailto:reception@rpsl.org.uk). Please note that the reception contacts are only for meeting registration and volunteering. The Steward cannot answer any other questions or transfer calls.

### **Collections and book handling:**

It is hoped that the library will start to allow visits once London is out of Tier 3 and is already offering a scanning and photocopying service and mailing books on loan. When that happens members will be permitted to attend the building to view books that have been identified from the website and ordered in advance. This would take place in one of the main meeting rooms where a row of tables would be laid out at each end and the centre of the room. By appointment members would be shown to a table where the books they had ordered would be waiting. They should bring their own stationery if required. When they have finished the books will be left for 72 hours before being put away again. That is the maximum time that the virus is thought to be able to survive on hard surfaces. There will not be any access to the library and members will not be able to browse the shelves. Most books are also available for loan by post to United Kingdom addresses. The recipient will pay the cost of post and packing in both directions.

### **Violations of these rules:**

It is very important that all members and visitors comply with these rules but a failure to do so will be dealt with as follows. Minor infractions will be discretely drawn to the attention of the member or visitor by an Officer, Council member or member of staff. Major breaches of the rules will be drawn to the member's or visitor's attention and also reported to a Council member, the Steward David Taylor, or the Administrative Secretary Jason Webber who will record it in the Breach of Rules Register kept at reception. If it is deemed appropriate the Hon Secretary will write to the member or visitor. Further action will be taken in cases of repeated, persistent or serious breaches of the rules.

### **Important. Please note:**

If you feel unwell, have a high temperature, have a new continuous cough or experience a lack of taste or smell, do not come to Abchurch Lane but call NHS111.

Jon Aitchison. Hon Secretary.  
15 December 2020.