

MAXIMUM NUMBER in HALL: 30**Designated safe area: Ladies cloakroom (Ladies to use the Disabled Facility)****FACE COVERINGS** required unless for a 'reasonable excuse' eg an aerobics class, eating or drinking or specific health reason**TEST & TRACE: NHS QR Poster is displayed at the entrance. The HIRER is required to complete a T & T form which will be kept for 21 days by a Hall official. HIRERS MUST keep contact details of everyone attending their event/activity****ALL rubbish to be taken away by the hirer – normal practice**

SECTION 1 PEOPLE AT RISK	Risk identified	Actions to take to mitigate risk	Notes
<p>Administrator/Caretaker, Cleaner, Management Committee members, others doing occasional maintenance work. External contractors eg an electrician</p> <p>Staff, contractors and volunteers – Identification of 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.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>Stay at home guidance if unwell – Poster at entrance</p> <p>Cleaner using own PPE</p> <p>PPE available. External contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Follow PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>RED FONT – based on Government Advice – ie to be considered MANDATORY</p>
<p>Staff, contractors and volunteers– who could be at risk and the likelihood that staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>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.</p> <p>Mental stress from handling the new situation.</p>	<p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces is sufficient to mitigate their risks, or whether they should not undertake any work for the time being.</p> <p>Talk with staff regularly to see if arrangements are working.</p>	<p>Staff and volunteers to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition <u>must</u> be kept confidential, unless the employee/volunteer agrees it can be shared.</p>
<p>Social Distancing Requirements & limit on group sizes of 6 or 2 households</p> <p>Risk to hirers/event organisers and those attending the hall</p>	<p>Confusion amongst hirers</p> <p>Risk is people attending in groups mingle with others not in their group – this is unlawful and may also worry others</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) & convey to those attending the need to avoid mingling between groups. Hire conditions cover this.</p> <p>Hirer may need to make adjustments eg seating arrangements – evident in their own risk assessment.</p>	<p>Event organisers are not expected to ask about peoples domestic arrangements but NO GROUP MEMBER should mix with another group. Polite, socially distanced speaking only between groups</p>

SECTION 2 AREA	Risk identified	Actions to take to mitigate risk	Notes
Car Park/covered porch area by main door/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues or masks</p>	<p>2 metre waiting area marked outside the entrance to encourage care when queueing to enter.</p> <p>Cleaner, Administrator & Duty Manager (when required) asked to check outside area for rubbish which might be contaminated, eg. Tissues/masks. Wear plastic gloves and remove.</p>	<p>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.</p>
Entrance lobby/corridor	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>2 metre spacing marked in entrance lobby. Also signage.</p> <p>Hirer asked to see people out in an orderly fashion. Door to be pinned back when people are coming in & going out</p> <p>Hand sanitiser provided – at the main entrance & in the Tower Room garden entrance Door handles and light switches to be cleaned before and after every hire</p>	<p>Hand sanitiser needs to be checked regularly.</p> <p>For safety reasons ALL light switches to be cleaned by the Administrator/Cleaner or hall volunteer – NOT the hirer unless it’s a regular hirer who has been briefed on cleaning light switches just with a cloth</p>
Tower Room (Main Hall)	<p>Door handles, light switches, tables</p> <p>Equipment used – tables,</p> <p>Other equipment brought in by hirers</p>	<p>EACH HIRER TO CLEAN SURFACES THAT THEIR GROUP MIGHT USE BEFORE THEIR OWN USERS ARRIVE eg Door handles, tables, and other equipment AND AGAIN BEFORE THEY LEAVE.</p> <p>Chairs have fabric seats so have to be used on a rotational basis – colour coded on trolleys – once used put into the store room for 72 hrs.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Chairs – allowing for the maximum number of 30 to be used there are 2 trolleys of 15 on each trolley for each colour ie 30 red, 30 black, 30 green Even if fewer than 30 chairs have been used it is essential for both trolleys to be put in isolation</p>

<p>Scutt Room (Small room)</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms</p> <p>Surfaces and equipment to be cleaned by hirers before & after use</p>	
<p>Kitchen (locked) Use only on request – full instructions to ensure Covid compliance displayed</p>	<p>Social distancing more difficult</p>	<p>2 people only – see displayed instructions Surfaces and equipment to be cleaned by hirers before & after use.</p>	<p>Administrator will unlock if requested</p>
<p>Toilets</p>	<p>Social distancing difficult. Surfaces in frequent use - door handles, basins, toilet handles, seats etc. Baby changing and surfaces, mirrors.</p>	<p>ONE person in at a time Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before others arrive unless the cleaner has pre-cleaned – Administrator/caretaker will advise</p> <p>Engaged/vacant signage. Posters to encourage 20 sec hand washing.</p>	<p>Administrator/caretaker to ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p> <p>NB lighting automatic – no switches</p>
<p>Store cupboard in Hall</p>	<p>Social distancing not possible Door handle</p>	<p>One person in at a time – just the hirer who will access the cleaning equipment</p>	
<p>Large Storage Room (furniture/equipment)</p>	<p>Social distancing more difficult Door handles</p>	<p>Administrator /caretaker to control accessing and stowing equipment to encourage social distancing & isolation of chairs</p>	