

Appendix F	Establishment – HIGH HALSTOW VILLAGE HALL RISK ASSESSMENT	Mitigating risk of COVID-19 infection The potential mitigations are in three categories colour coded as follows: <ul style="list-style-type: none"> • Red – Actions based on government advice • Orange – Actions that are strongly recommended • Green – Actions you might like to consider
Person(s)/Group at Risk Cleaner, Committee member, Hirers, Groups and Contractors		Date assessment completed: 22 April 2021 Date to be reviewed: <ul style="list-style-type: none"> ▪ Change in the government guidance ▪ Change in the disease
Activity/Task/Process/Equipment Mitigating the risk of a COVID-19 infection		Assessor(s): Margot Sturt, Ray Collins and Gary Thomas Committee members at meeting on 21 April 2021

Useful contacts:

Committee Position	Name	Contact Details
Chairman Treasurer	Gary Thomas	Email: jag1984@btinternet.com
Secretary	Margot Sturt	Email: margotandphilip@gmail.com
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Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new Government advice
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

3. This document is not intended to be comprehensive and is not a substitute for independent or professional legal advice,

1. Premises checklist

High Halstow Village Hall

In line with the the KEY POINTS OF COVID-19 SECURE GOVERNMENT GUIDELINES, the Jubilee Hall Committee will actively encourage:

1. Minimising contact with individuals who are unwell.
2. Clean hands often
3. Respiratory hygiene (catch it, bin it, kill it):
4. Regular cleaning of surfaces that are touched frequently.

Activity and Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in the column below should be put in the assessor's recommendations at the end of this document</i>
1. Pre-opening Checks	<p>Pre-opening caretaking and cleaning checks of dormant internal and external areas to be used.</p> <p>Internal</p> <ul style="list-style-type: none">▪ To ensure all statutory compliance checks are up to date (fire system checks, Legionella etc). Re Legionella: in line with NHS Estates guidance for rooms not in use - flush through the water system, 3 minutes twice a week for each for tap or shower head to remove risk of legionella and ensure U bends are full. Keep clear of spray and wipe up afterwards with household disinfectant. Record date and time on sheet.▪ To ensure ample stocks of required cleaning materials are in place prior to further opening and ongoing.▪ Areas of the premises that have been out of use to be checked for safety by caretaker, ie, fire doors functioning correctly, windows open effectively, sinks and taps flushed.▪ Hirer to ensure windows and doors are kept open as much as possible and extraction systems are working. Use of hall outdoor space will be encouraged.▪ To complete a standard clean on all rooms to be used that have been out of use before carrying out a full sanitising of the room following the agreed procedure.▪ All surfaces to be kept clear to aid cleaning or sanitising.▪ To ensure ample hand soap (where sinks), gloves, disinfectant spray, hand sanitiser, paper towels, tissues will be available in the rooms to be used (Note: Hirer is also expected to bring their own hand sanitiser for their users).

	<ul style="list-style-type: none">▪ To ensure toilets are fully stocked with toilet rolls and hand soap.▪ Posters are displayed in line with Government recommendations:<ul style="list-style-type: none">▪ Poster certifying steps have been taken to ensure premises are COVID-19 secure▪ Catch it, Bin it, Kill it posters▪ Wash your Hands more often for 20 seconds.
2. Information to Hirers prior to letting being agreed to ensure each party understand their responsibilities.	<p>This 2 part document: "1. Premises Check list and 2. Premises Risk Assessment" (Appendix F) is available and will generally be sent to hirers by e-mail.</p> <p>The hirer will also be sent:</p> <ul style="list-style-type: none">▪ "COVID-19 Re-opening questionnaire (Appendix B) and the "Special Conditions of Hire during Covid-19" (Appendix E) before the letting date. Signature from hirer will be required to confirm they have read, understood and will follow the halls procedures. <p>Each booking will be considered on a case by case basis.</p>

<p>3. Cleaning and disinfection</p>	<p>Cleaning procedures for expanded numbers of premises users</p> <ul style="list-style-type: none"> ▪ Committee to ensure adequate resources are available to complete the level of cleaning required. ▪ Hirer to ensure cleaning is carried out as agreed before and after sessions. ▪ Hirer to clean the premises, focusing on any contact points, doors, door handles, tables and chairs. ▪ Cloths should be used on light switches, window/blind control panel and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. ▪ All hall and kitchen waste to be bagged and taken by hirer at the end of the session. ▪ Hirer to follow the COVID-19 cleaning procedure to all areas as follows: <ul style="list-style-type: none"> ▪ Cleaning Materials needed each day <ul style="list-style-type: none"> ▪ Cloths to be used and either washed on 90 degrees daily or replace with new ones. (Unless disposable). ▪ All waste materials to be bagged and placed in waste sacks. ▪ Ample paper towels/roll, hand sanitiser/soap, tissues, gloves to be available in each used room at all times. ▪ PPE – gloves, aprons and masks. Hirers are encouraged to bring their own. ▪ Cleaning areas <ul style="list-style-type: none"> ▪ Entrance and exit points – To have hand sanitiser available at all times and any point of contact surfaces to be cleaned with domestic cleaning products as part of normal twice weekly routine. ▪ Main Hall – cleaned as normal routine with domestic cleaning product on all surfaces, door/handles and tables. Main hall floor to be cleaned each week. Hirer to stack chairs and leave them in the main hall lobby area. ▪ Toilet areas – cleaned as part of normal twice weekly routine paying particular attention to sinks, cubical walls, flush and door handles on all surfaces and door and cubicle handles. Ensure ample supplies of hand soap in the toilet dispensers. ▪ Corridor areas – cleaned as normal twice weekly routine on all surfaces and door handles and walls. ▪ All other areas – cleaned as normal routine paying particular attention to door handles and surfaces that are prone to frequent hand contact to all surfaces, door handles and areas prone to touch.
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	<ul style="list-style-type: none"> ▪ Cleaner to be made aware of the necessity of wearing PPE (mask, gloves and plastic aprons) as follows: <ul style="list-style-type: none"> ▪ <u>Personal Protective Equipment (PPE)</u> <ul style="list-style-type: none"> ▪ <u>General use of PPE</u> <ul style="list-style-type: none"> ▪ Cleaner and/or volunteers will be offered PPE such as gloves, aprons, face coverings/masks to support their work, ie cleaning. Hirers will be expected to provide their own PPE for their users. ▪ Staff reference to PPE in the following situations means: <ul style="list-style-type: none"> ▪ face masks ▪ gloves and apron (disposable gloves and aprons must be available if suspected Covid-19 cleaning required) ▪ eye protection (for example a face visor or goggles) must be available if suspected Covid-19 cleaning required ▪ disposable overshoes must be available if suspected Covid-19 cleaning required ▪ The thorough washing of hands should be part of any procedure ▪ Face masks must: <ul style="list-style-type: none"> ▪ cover both nose and mouth ▪ not be allowed to dangle around the neck ▪ not be touched once put on, except when carefully removed before disposal ▪ be changed when they become moist or damaged ▪ be worn once and then discarded - hands must be cleaned after disposal ▪ Cleaning if there has been a suspected case in premises – refer to Section 8: “Suspected infection”.
<p>4. Entrance and exit to Hall</p>	<p>Entrance</p> <ul style="list-style-type: none"> ▪ Set out 2 metre markers on the ground. ▪ Use clear and visible directional, safety awareness and information signage – internally and externally as required. ▪ Entrance and Exit ▪ Ensure hand sanitiser, tissues, disinfectant spray, bin and hand washing information is available at entrance and exit points. ▪ Maintain all doors are open during entrance and exit to premises.

	<ul style="list-style-type: none"> ▪ Encourage hall users to sanitise or wash their hands on arrival and exit. ▪ Encourage hall users to wear masks.
5. Toilets	<ul style="list-style-type: none"> ▪ Limit the number of hall users in the toilets to one at any one time in order to respect social distancing ▪ Ensure adequate stock throughout of soap, paper towels and toilet paper.
6. Main Hall and Meeting Room	<p>The rooms to be used should be set in order to respect the social distancing as much as reasonably practical. The maximum number of people in order to achieve the recommended physical distancing of 2 metres (max numbers) are currently 30 (thirty) in main hall.</p> <ul style="list-style-type: none"> ▪ Seat or stand people side to side rather than face to face whenever possible. Two empty seats (a distance of 2m if possible, or at least 1m with mitigation such as good ventilation) should be provided between each household group if seated. Hirers should encourage people to stay in their own household groups to reduce transmission. ▪ Set up the tables in line with social distancing guidelines– if possible theatre style – avoiding face to face. ▪ Remove any unnecessary furniture in order to create maximum available space. ▪ Avoid tables next to entry and exit door in order to achieve physical distancing of 2 metres when entering or exiting the room ▪ Reduce movement within the room where possible ▪ If required for their activity, the hirer should use organise alternative exits and devise a one-way system, and as far as possible observing social distancing of 1m plus mitigation measures when using more confined areas (e.g., moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than 1 (one) use each suite of toilets at one time. ▪ Ventilate the room before, during and after use as much as practically possible. ▪ Minimise as much as possible the number of objects/equipment used. ▪ Sanitise all equipment and surfaces as often as possible throughout the letting. ▪ Provide hand sanitiser, tissues, disinfectant spray, bin ▪ Encourage people to wash their clothes after attending an activity or event to reduce the risk of transmission. <p>Before hiring commences</p> <ul style="list-style-type: none"> ▪ Open windows for natural ventilation ▪ Check the set up of the room ▪ Guide the hirers to respect any signage (ie directional) in place ▪ Check equipment has been cleaned and disinfected

	<p>During hire</p> <ul style="list-style-type: none"> ▪ Advise social distancing between people as much as possible through signs, etc. ▪ Avoid exchange of personal objects. <p>After hire at end of the day</p> <ul style="list-style-type: none"> ▪ Hirer to inform Booking Clerk of any issues that may affect cleaning procedures. ▪ Clean and sanitise the premises as shown in Section 3 "Cleaning and Disinfection".
7. Kitchen	<ul style="list-style-type: none"> ▪ Access to the kitchen will be restricted to 1 (one) user at any one time. ▪ Hirers will be asked to control numbers using the kitchen so as to ensure social distancing. ▪ Hirers to clean all areas likely to be used before use including: <ul style="list-style-type: none"> ▪ Door and window handles ▪ Hatch switches ▪ Light switches ▪ Working surfaces, sinks ▪ Cupboard/drawer handles. ▪ Fridge/freezers ▪ Crockery/cutlery ▪ Kettle/hot water boiler ▪ Cooker / microwave ▪ Hirers to wash, dry and stow crockery and cutlery after use. ▪ Hirers to bring own tea towels. ▪ Hand sanitiser, soap and paper towels to be provided ▪ Hirers to bring their own food and drink wherever possible.
8. Suspected Infection	<p>Hall Lobby area poster states "If you have, or are in contact with someone with Covid-19 DO NOT ENTER." No one must come into the hall if they have symptoms or are self isolating due to symptoms in their household.</p> <p>If a person has a suspected infection the Booking Clerk must be informed to ensure appropriate communication and kept up to date with the condition/outcome of suspected case(s).</p> <p>Cleaning if there has been a suspected case</p> <p>Close and secure areas the person has been in for 72 hours before cleaning, wearing the following PPE: facemask, eye protection, disposable gloves, disposable aprons and disposable overshoes.</p> <p>Clean and disinfect surfaces the person has come into contact with.</p>

	<p>When cleaning hard surfaces and sanitary fittings, use disposable cloths or paper rolls. Disinfect mop heads and clean with domestic cleaning products.</p> <ul style="list-style-type: none"> ▪ Cleaner or volunteer should wear face mask, eye protection, disposable gloves, disposable apron and disposable overshoes, washing their hands with soap and water once these have been removed. ▪ If required place any possible contaminated fabric items in a bag and take it to a point of laundering, using disposable gloves and aprons when loading the laundry in the machine and disposing of the bag afterwards – DOUBLE BAG ALL WASTE and store in Blue Room for 72 hours. ▪ Launder any possibly contaminated items on the hottest temperature the fabric will tolerate. ▪ If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning. <p>Waste</p> <ul style="list-style-type: none"> ▪ Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full. ▪ The plastic bag should then be placed in a second bin bag, tied and stored for 72 hours in the Blue Room and then disposed of appropriately.
9. Fire Safety and Evacuation Procedures	<ul style="list-style-type: none"> ▪ No smoking in or around the Hall will be allowed. ▪ Fire extinguishers, emergency lighting and alarms to be tested by the due date on the Hall's statutory list. ▪ Follow agreed Premises Fire Evacuation Procedure ▪ Hirers to ensure all fire doors are unlocked and escape routes are clear at all times ▪ Hirers to familiarize themselves with the evacuation route/point identified for the room/area they are using. ▪ Social distancing is not required if it is not safe to do so.
10. H&S - Services	<p>The Committee will ensure the following checks are in place by the due dates on the Hall's statutory check list:</p> <ul style="list-style-type: none"> ▪ Insurance ▪ Charity Commission returns ▪ Electrical fixed wiring and equipment to be PAT tested (using current COVID-19 guidance as appropriate). ▪ Licenses – PRS/PPL and PVSL ▪ Fire alarm, emergency lighting, fire extinguishers ▪ Kitchen equipment and water boilers

2. COVID-19 RISK ASSESSMENT

The COVID-19 Risk Assessment has been carried out in consultation with the High Halstow Village Hall Committee.

The Booking Clerk will liaise with all hirers which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

Important Notes:

- The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
(Links to some key documents are provided in the reference section)

The potential mitigations are in three categories colour coded as follows:

- Red – **Actions based on Government advice (to be considered mandatory)**
- Orange – **Actions strongly recommended**
- Green – **Actions we have considered**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers – work activities or situations which might cause transmission of the virus and likelihood they could be exposed	<ul style="list-style-type: none"> ▪ Cleaning surfaces infected by people carrying the virus. ▪ Disposing of rubbish containing tissues and cleaning cloths. ▪ Deep cleaning premises if someone falls ill with Covid-19 on the premises. ▪ Occasional Maintenance workers. 	<ul style="list-style-type: none"> ▪ Stay at home guidance if unwell at entrance. ▪ Cleaner or volunteers to be provided with protective aprons and plastic or rubber gloves. ▪ Contractors to provide their own PPE. ▪ Cleaner or volunteers advised to wash outer clothes after cleaning duties. ▪ Staff given PHE guidance and PPE for use in the event deep cleaning is required. 	<ul style="list-style-type: none"> ▪ Cleaner and volunteers guidance for cleaning is given in Premises Check List (Part 1 of this document) ▪ Follow HSE Working safely during the Covid-19 outbreak – a short guide and HSE advice for employer's risk assessment for Covid-19
Staff, contractors, hirers, users and volunteers who could be at risk and likelihood they could be exposed.	<ul style="list-style-type: none"> ▪ Cleaner or volunteers that are either extremely vulnerable or over 70. ▪ Cleaner 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. 	<ul style="list-style-type: none"> ▪ Everyone required to wear a mask in the hall unless exempt. ▪ Social distance at 2m. ▪ Discuss situation with cleaner or volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. ▪ Consider closing the kitchen hatch if the kitchen is being used ▪ Committee to talk with 	<ul style="list-style-type: none"> ▪ Cleaner and volunteers will need 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 must be kept confidential, unless the member of cleaner or volunteer agrees it can be shared.

		cleaner and volunteers regularly to see if arrangements are working.	
Communication between all parties	<ul style="list-style-type: none"> ▪ Lack of communication between Hirer and Committee or Booking Clerk. 	<ul style="list-style-type: none"> ▪ Booking Clerk to ensure the hirer understands their own responsibilities ▪ Alter terms and conditions of hire to take into account managing hall to minimise risk of Covid-19 during hire, storage of equipment, cleaning, etc ▪ Hirer and Booking Clerk will need to share risk assessments. 	<ul style="list-style-type: none"> ▪ Booking Clerk will Special Conditions of Hire (Appx E) with the re-opening questionnaire (Appx B) and the Risk assessment (Appx F) to meet Covid-19 guidance and obtain a signature or email confirmation from the hirer. ▪ The Hall Committee agreed the hall would open 1 May 2021 if appropriate measures are in place. ▪ The Booking Clerk would consider each booking on a case by case basis.
Car Park, entrance slope and exterior areas	<ul style="list-style-type: none"> ▪ Social distancing is not observed as people congregate before entering premises. ▪ Parking area is too congested to allow social distancing. ▪ People drop tissues. 	<ul style="list-style-type: none"> ▪ Mark out 2 metre waiting area outside entrance to encourage care when queuing to enter. ▪ Cleaner to check area outside doors for rubbish which might be contaminated, eg tissues. ▪ Wear plastic gloves and remove. 	<ul style="list-style-type: none"> ▪ 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. ▪ Provide plastic gloves.
Entrance, lobby area and corridors	<ul style="list-style-type: none"> ▪ Possible "pinch points" and busy areas where risk in social distancing is not observed in a confined area. ▪ Door handles, light 	<ul style="list-style-type: none"> ▪ Identify "pinch points" and busy areas. ▪ Mark out 2 metre spacing in entrance area. ▪ One-way route to be considered for pinch point 	<ul style="list-style-type: none"> ▪ Hand sanitiser levels will need to be checked frequently

	switches in frequent use.	<p>areas</p> <ul style="list-style-type: none"> ▪ Door handles and light switches to be cleaned regularly. ▪ Hand sanitiser to be provided by hirer also 	
Main Hall	<ul style="list-style-type: none"> ▪ Door and window handles ▪ Light switches ▪ Window control handles ▪ Tables, chairs (plastic chairs only) ▪ Display boards ▪ Social distancing to be observed 	<ul style="list-style-type: none"> ▪ Door and window handles, light switches, window control handles, tables, chairs and other equipment used to be cleaned by hirers before and after use. ▪ Social distancing guidance to be observed by hirers in arranging their activities. ▪ Hirers to be encouraged to wash hands regularly. 	
Blue Room and Green Room	<ul style="list-style-type: none"> ▪ Social distancing more difficult in smaller areas ▪ Door and window handles ▪ Light switches ▪ Tables, chairs 	<ul style="list-style-type: none"> ▪ Recommend hirers hire main hall and avoid use of green rooms, other than as doctor's surgery, etc. ▪ Door handles, light switches, window catches, tables, plastic chairs, and other equipment used must be cleaned by hirers before and after use. 	<ul style="list-style-type: none"> ▪ Blue Room – not available ▪ Green Room – for Doctor's surgery only
Upholstered seating	<ul style="list-style-type: none"> ▪ Virus may remain on fabric. Cannot readily be cleaned between uses. ▪ Frequent cleaning would damage fabric. ▪ Metal parts can be cleaned and are more likely to be touched when moving 	<ul style="list-style-type: none"> ▪ No upholstered chairs to be used until notified otherwise. 	

	them, ie, more frequently.		
Kitchen	<ul style="list-style-type: none"> ▪ Social distancing more difficult ▪ Hatch switches ▪ Door and window handles ▪ Light switches ▪ Work surfaces, sinks ▪ Cupboard and drawer handles. ▪ Fridge/freezers ▪ Crockery, cutlery ▪ Kettle/hot water urns ▪ Ovens / microwave ▪ 	<ul style="list-style-type: none"> ▪ Hirers are asked to control the numbers using the kitchen and only one (1) person should be in there at a time. ▪ Hirers to clean all areas likely to be used before use, wash, dry and stow any crockery, cutlery or other equipment after use. ▪ Hirers to bring own tea towels ▪ Hirers encouraged to bring their own food and drink. 	<p>Hirers/users bringing in their own food or beverages will be responsible for ensuring that food safety issues have been maintained.</p>
Toilets	<ul style="list-style-type: none"> ▪ Social distancing difficult. ▪ Surfaces in frequent use ▪ Door handles, light switches, hand dryers, basins, toilet handles, seats etc. ▪ Baby changing and vanity surfaces, mirrors. 	<ul style="list-style-type: none"> ▪ Hirer to control numbers accessing toilets to 1 (one) at a time, with attention to more vulnerable users. ▪ Hirer to clean all surfaces etc before public arrive unless advised that the cleaner has pre-cleaned out of hours. ▪ Put up posters to encourage 20 second handwashing 	<ul style="list-style-type: none"> ▪ Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access more for re- stocking if needed.
Stage (Currently not available for use)	<ul style="list-style-type: none"> ▪ Portable staging ▪ Curtains ▪ Social distancing ▪ Lighting and sound controls ▪ Microphones 	<ul style="list-style-type: none"> ▪ Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. ▪ Hirer to control access and clean as required. 	<ul style="list-style-type: none"> ▪ Encourage hirer not to use stage and stage curtains unless absolutely necessary due to handling of individual stage elements and cleaning requirements.
Events	<ul style="list-style-type: none"> ▪ Handling cash and tickets 	<ul style="list-style-type: none"> ▪ Organisers arrange online systems and cashless 	<ul style="list-style-type: none"> ▪ See National Rural Touring Forum guidance,

	<ul style="list-style-type: none"> Too many people arrive 	<ul style="list-style-type: none"> payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Cash payments/donations to be handled by one individual wearing gloves. 	<ul style="list-style-type: none"> Section 2.6 if required. No events are planned before 21st June 2021
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Signed Hall Committee:

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