

## FRIETH VILLAGE HALL - COVID-19 Risk Assessment and Hirer Checklist – 28 AUGUST 2020

This COVID-19 Risk Assessment should be provided to organisations 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.

### Hirer Checklist

	Item	Tick when completed
1.	Have you read and understood your responsibilities on the hire agreement and Covid Risk Assessment?	
2.	Have you undertaken your own risk assessment for your booking/session?	
3.	Have you implemented a sign in book collecting names and contact details of people entering the hall?	
4.	Do you understand that everyone must wear face coverings in accordance with government recommendation?	
5.	Have you notified your staff/users of the 2mtr distancing rules?	
6.	Are you aware that everyone must have their temp read on entry and that if anyone shows up 'Red', they must not enter the hall?	
7.	Have you made your guests aware of the need to hand sanitise on entry, regularly throughout the booking and when they leave?	
8.	Please adopt and follow rigidly the one-way signage system	
9.	You must inform us immediately if any of your group contract COVID within 14 days of your booking	

#### Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. Hirers must undertake their own Covid 19 Risk Assessment in advance of operating any session in the hall and shared with the Frieth Village Hall Management Committee (FVHMC)
4. The Frieth Village Hall Management Committee are using their best endeavours to keep hall users safe and cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it.

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

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Blue – **Actions that are strongly recommended as good practice**

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Cleaners, contractors and Mgmt Committee volunteers</b> – Identify 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. Occasional Maintenance workers.</p> <p>Caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>All persons entering the hall to sanitise hands and to wear face coverings in accordance with government regulations.</p> <p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Mgmt Committee volunteers follow all user guidelines and comply with the risk assessment</p> <p>Cleaners and Contractors to provide their own PPE.</p>	<p>People cleaning may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p> <p>Cleaners are professional and are experienced in Covid cleaning procedures</p>
<p><b>Hirers and their participants</b> – think about who could be at risk and likelihood of exposure to Covid.</p>	<p>Hirers/participants who are either extremely vulnerable or over 70.</p> <p>Hirers/participants 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>People picking up/dropping off participants.</p> <p>Mental stress from handling the new situation.</p>	<p>All persons entering the hall to sanitise hands and to wear face coverings in accordance with government regulations.</p> <p>At the end of the session, Hirer to lock rear door and to leave by the main door and lock and return keys as agreed (either drop off or replace in key safe, wipe down with sanitiser).</p> <p>Hirers/participants in the vulnerable category are advised not to attend for the time being.</p> <p>Hirers to keep contact details of all staff and participants for 14 days to allow for track and trace.</p>	<p>Hirers will need to inform FVHMC immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the hirer/participant agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

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		<p>Discuss situation with hirers who have users over 70 years old to identify whether provision of protective clothing and cleaning surfaces before they attend is sufficient to mitigate their risks, or whether they should not attend for the time being.</p> <p>Talk with FVHMC, hirers, trustees and volunteers regularly to see if arrangements are working well.</p>	
<b>Car Park/paths/</b>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 3 or 4 x 2 metre waiting areas outside all potential entrances with tape to encourage care when queuing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. 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> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<b>Entrance hall/lobby/corridors</b>	<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>Mark up Main Door "Way in Only" Rear door "Way Out Only"</p> <p>No loitering the inner lobby or corridor. Provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by FVHMC at front door, in hall and in corridor outside toilets.</p>	<p>Install agreed directional and informational signage.</p> <p>Hand sanitiser needs to be checked regularly.</p> <p>Inform hirer what to do if body temperature sensor activates.</p> <p>Provide adequate bins, in entrance hall, each meeting room. Empty regularly.</p>

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		Body Temperature Sensor to be provided in lobby area to check temperature.	
<b>Main Hall (Maximum Capacity of Hall = 20)</b>	<p>Maximum safe (distanced) capacity dependent on type of usage, ie exercise, dance/movement, classroom, lecture, seated, meeting,</p> <p>Increase ventilation to reduce likelihood of passing infection.</p> <p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use. Consider removing curtains.</p> <p>Projection equipment. Screen. Window curtains or blinds.</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be strictly observed.</p>	<p><b>MAXIMUM CAPACITY IS CURRENTLY 20 including all staff and all users.</b></p> <p>Inform hirers of the agreed maximum hall capacity for their hire.</p> <p>Only use the 20 plastic chairs and 5 tables located in the main hall. All other equipment to be agreed in advance of the session with the FVHMC.</p> <p>Hirers to open all windows to provide increased ventilation wherever practicable.</p> <p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by FVHMC Cleaner after each use or before next use.</p> <p>Curtains to be taken down until further notice to prevent the need to clean.</p> <p>Hirers also to be instructed to clean after use and remove all rubbish.</p> <p>2m Social distancing to be strictly</p>	<p>Inform Hirers of reduced capacity and use of equipment.</p> <p>Hand sanitiser and dispensers in place at front door, outside the toilets and in main hall.</p>

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		<p>observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p> <p>Cordon off upholstered chairs in store room</p>	
<b>Upholstered seating (CURRENTLY OUT OF USE)</b>	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Upholstered chairs currently out of use and cordoned off.</p> <p>Upholstered chairs are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Clean metal/plastic parts regularly touched. If necessary and used rotate use of upholstered chairs.</p> <p>Ask those moving them to wear plastic gloves.</p>	<p>Inform hirers that the routine use of upholstered chairs is not allowed.</p> <p>Cordon off upholstered chairs in store room</p>
<b>Committee/Small meeting room (CURRENTLY OUT OF USE)</b>	<p>Social distancing more difficult in smaller areas.</p> <p>Door and window handles Light switches Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.</p>	<p>Currently no use of Committee Room</p> <p>Insist hirers use main hall only.</p> <p>If used surfaces and equipment to be cleaned by hall cleaner before next use.</p> <p>Rooms with carpeted floors not</p>	<p>Inform Hirers that Committee is currently not available.</p>

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		hired for keep fit/movement type classes.	
<b>Kitchen (CURRENTLY OUT OF USE)</b>	<p>Social distancing more difficult.</p> <p>Door and window handles, light switches, work surfaces, sinks Cupboard/drawer handles, Fridge/freezer, oven, crookery/cutlery, kettle/hot water boiler,.</p>	<p>FVHMC has closed the kitchen for use and is not available.</p> <p>To be used as a containment area for those presenting Covid Symptoms</p> <p>Access only as above and to get First Aid box and then wipe down all surfaces, cupboard handles and light switches touched and 1<sup>st</sup> aid box</p> <p>Encourage hirers to bring their own Food and Drink for the time being.</p>	<p>Inform hirers that the kitchen is currently unavailable and to be used only as a containment area for those presenting Covid Symptoms.</p> <p>Hirers will need to inform FVHMC immediately if someone has presented COVID-19 symptoms and has been isolated in the kitchen to allow for full cleaning.</p>
<b>Store cupboards (cleaner) in storeroom</b>	<p>Social distancing not possible Door and cupboard handles, light switch, Cleaning products and toilet rolls and paper towels</p>	<p>Public access not allowed. Cleaner to wipe down handles lights switches when used. Wear gloves when cleaning.</p>	
<b>Store Room – furniture /equipment (CURRENTLY NOT FOR PUBLIC USE)</b>	<p>Social distancing more difficult.</p> <p>Door handles in use.</p> <p>Equipment needing to be moved/used for hire could be infected or be infected.</p>	<p>Not to be used by Hirers.</p> <p>Any additional equipment required will need to be arranged with FVHMC in advance of the booking.</p>	<p>Inform hirers no use of the storeroom or equipment within without advance arrangement with FVHMC.</p> <p>.</p>
<b>Toilets (ONLY ONE PERSON IN EACH SUITE AT A TIME)</b>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use ie, door handles, light switches, basins, toilet handles, seats etc.</p>	<p>Hirer to control numbers accessing toilets one at a time, with attention to more vulnerable users.</p>	<p>Signage to be installed.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly</p>

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	Baby changing and vanity surfaces, mirrors, litter bins.	<p>“Only one users at a time, if busy wait” signage on each toilet door.</p> <p>Posters to encourage 20 second hand washing.</p>	replenished, and hirer knows where to access for re-stocking if needed.
<b>Events (CURRENTLY OUT OF USE)</b>	<p>Handling cash and tickets.</p> <p>Too many people arrive</p>	<p>FVHMC has decided not to allow events at this time.</p> <p><del>Organisers arrange online systems and cashless payments as far as possible.</del></p> <p><del>For performances seats to be limited, booked in advance, 2 seats between household groups.</del></p> <p><del>Cash payments/donations to be handled by one individual wearing gloves.</del></p>	See National Rural Touring Forum guidance, Section 2.6