

Appendix 5: Special Conditions COVID 19: Medstead Village Hall Risk Assessment Check List

'The village Hall remains open for hire subject to Government guidelines which may vary from time to time'

*These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire. All hirers are expected to complete & sign the following **check list risk assessment** and return to the booking clerk.*

<u>Condition</u>	<u>Task</u>	<u>Check / Understand/Action</u>
<u>Your role as a hirer</u>	The hirer and those attending your activity or event must comply with the COVID-19 Secure Guidelines while entering and occupying the hall as displayed at the hall entrance ,	<u>U</u>
<u>Hirer has signed COVID guidelines</u>	Hirer must have received and signed the guidelines before using the hall. All COVID signage will be in place within the hall	<u>C</u>
<u>Car Parking & entrance corridor area</u>	Please avoid congregating before entering premises and apply social distancing guidelines once in the building	<u>U</u>
<u>Every person action: Hand Cleanliness</u>	Have all attendees used the hand sanitiser supplied when entering the hall and after using the tissues. Please wash hands regularly using soap and paper towels	<u>A</u>
<u>Who attends</u> You will make sure that everyone likely to attend your activity or event understands that they MUST NOT DO SO if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact.	Have you taken a register of your members attending this group or activity. It is the hirer responsibility to be clear about how many people they have per event. For the Wiltshire Room (max 10), Main Hall (max 50 if seated only in concept /layout. For Dance/Gym/sports vigorous activity (Main Hall) 20 people including instructor For Sedentary activity (Main Hall) , 50 people. Weddings/Parties 30 Committee Room (4) If there is a meeting with a speaker, chairs should be set out in a line with every	<u>A</u>

	<p>alternative chair left empty, with all people facing forwards, the next row should be 2m ahead.</p> <p>If people are seated around a table, the same principle applies, with tables set in a square, with a central gap of 2m distance</p>	
<u>Respiratory Hygiene: Avoiding transmission to other members of group and premises</u>	<p>Please operate the 3 key principles 'Catch it, Bin it, Kill it', avoiding touching mouth, eyes and nose. Please ensure disposal of all tissues into disposable rubbish bag or bin, sanitise hands.</p> <p>If your group/activity is likely to require ie <u>close contact/</u> <u>Dance Clubs: please wear a mask</u></p>	<u>U/A</u>
<u>Masks</u>	All members must wear a face mask within community buildings	
<u>Cleaning of hall and equipment used by hirers for their activity</u>	<p>Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before and after hire eg tables, sinks, doors, toilet handles, light switches, electrical equipment.</p> <p>Please take care cleaning electrical equipment. Use cloths - do not spray!</p> <p><u>For specific activities ie</u> sports, keep fit, gym activity, mother toddler groups- please ensure the hirer ensures sanitising of the hall floor and any equipment after use before storage</p>	<u>C/A</u>
<u>Cleanliness and General Use hirer</u>	<p>Please ensure meetings held in Main hall or Wiltshire room, sanitising chairs/tables after use. Rooms not used are locked to avoid cross contamination – only one hirer can use the hall at any one</p>	<u>U</u>

	time	
<u>Ventilation and Security</u>	You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all <u>securely closed on leaving.</u>	<u>U/A</u>
<u>Social Distancing during your activity / within the group</u>	<p>You will ensure that everyone attending maintains social distancing while waiting to enter the premises.</p> <p>When using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than [e.g. two] people use each suite of toilets at one time.</p>	<u>U/A</u>
<u>Extra caution for over 70, clinically vulnerable groups</u>	<p>You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when moving areas and ensuring they can access the toilets or other confined areas without others being present.</p> <p>For some people, passing another person in a confined space is less risky, but for older people that should be avoided.</p>	<u>U/A</u>
<u>Chairs & Tables – all hirers</u>	All chairs will be sanitised and stored on their trolleys that are covered signalling ready for use. <u>Post use</u> , hirer must ensure they are left uncovered in their trolleys in the main hall ie to signal they need cleaning	<u>A</u>
<u>Furniture arrangements</u>	You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair	<u>A</u>

	<p>between each person, rather than face to face.</p> <p>If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape</p>	
<u>Rubbish removal</u>	You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.	<u>A</u>
<u>Food and Drink within the building</u>	At present, the hirers are advised the kitchen is closed, <u>unless specifically negotiated</u> with the committee. This will result in specific cleaning charge	<u>U</u>
<u>Failure to Comply</u>	We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.	<u>U</u>
<u>If person becomes unwell during activity/in a group</u>	In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area .Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand	<u>A</u>

	<p>washing.</p> <p>Ensure you have all contact details of all members in your register. Apply usual hand sanitising and social distancing precautions on leaving and advise them to launder their clothes when they arrive home.</p> <p>Inform the booking clerk and secretary /caretaker by phone</p>	
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Cleaning Notes:

The hall cleaner will clean only items **owned by the village hall**, so the building, chairs, tables, WC's. For **items owned by hirers**, it is **their responsibility** to clean their own equipment before returning it to storage. The surface of the **hall floor** will be sanitised by our cleaner after sports/gym related use. Therefore, it risk mitigates any issues with the floor not been done properly by the hirer.

Please note, bookings will be made with one hirer/group within the building at any one time, within minimum hour and half gap or longer, that allows times for our cleaner to undertake the necessary cleaning.

Name of Hirer:

Name of Group:

Signature of Hirer:

Date: