

## **PLEASE HELP KEEP VULNERABLE USERS OF THIS HALL SAFE FROM COVID**

- 1. Please do not enter if you or anyone in your household has COVID-19 symptoms or has tested positive and not completed the recommended self-isolation period.**
- 2. Please be considerate of those who may be vulnerable by maintaining social distancing as far as possible from anyone you do not have regular contact with.**
- 3. Please use the hand sanitiser provided on entering the hall.** Wash your hands often with sanitiser or soap and water. Keep surfaces clean.
- 4. Please wear face coverings in confined areas (eg toilets, corridors) and at a busy or crowded event.**
- 5. "Catch it, Bin it, Kill it".** Avoid touching your face, nose, or eyes. Put tissues into one of the bins or rubbish bags provided, then wash your hands.
- 6. Please open windows for ventilation and close doors and windows on leaving.**
- 7. If you develop COVID-19 symptoms within 48 hours of** visiting these premises, please take a COVID-19 test and inform NHS if positive. If positive, please also notify the caretaker (07768 294 845) and the organiser of your event.

**This hall was last cleaned at                      am/pm/eve on**

## **Suspected COVID-19 treatment plan**

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should:

1. Send them home immediately
2. Ask other members of your group to provide their contact details if you do not have them
3. Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions
4. Advise them to launder their clothes when they arrive home
5. Inform the hall caretaker, Martyn Grove, on 07768 294 84.

### **If the unwell person needs to wait for a lift: -**

1. Remove them to the safe waiting area, which is the lobby behind the curtained door leading to Fire Exit 1 at the front of hall – a chair and washing bowl should already be there along with Covid-19 First Aid Box
2. Open the fire door to provide ventilation.
3. Put on a mask, face shield, gloves & apron to protect yourself
4. Provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels
5. Once they have been collected: -
  - Remove gloves, apron and face mask to the rubbish bag\*
  - Leave face shield on top for disinfection
  - Wash your hands for at least 20 seconds with warm soapy water
  - Wait for Martyn Grove or another committee member to arrive.
  - Once home - launder all your clothes and wipe down and disinfect your car

\*Note that the waste should be double-bagged and kept securely at the hall for 72 hours before being collected.

## Covid 19 Risk Assessment for Hambledon Village Hall.

Updated 07/03/22

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

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

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Anyone in the hall including, volunteers, staff, hirers/hall users and contractors.	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	<b>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</b>	Staff/volunteers 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.
Staff, volunteers and contractors.	Staff/volunteers who are clinically vulnerable or unvaccinated: 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.	<b>Discuss situation with staff/volunteers to identify whether provision of protective clothing, mitigation such as face coverings and cleaning surfaces before they work is sufficient to mitigate their risks..</b>	Staff 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 employee/volunteer agrees it can be shared.  It is important people know they can raise concerns.

	Mental stress from handling the changing situation.		
Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall	Risk of people attending mingling with others they are not usually in contact with, which may spread the virus if carrying it and worry other users.  Risk of virus spread to all attending an activity or event, rather than one group of when people were advised not to mingle.	<b>Adjust hire conditions to cover this.</b> <b>Maintain signage.</b> <b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b>	Event organisers should encourage respect for other people.  Avoid raised voices or loud music so that people have to shout to be heard.
Car Park/paths/patio/exterior areas	People drop tissues and face masks	<b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b>	Outside areas are less risky.  Ordinary litter collection arrangements can remain in place.
Entrance hall/lobby, toilets and kitchen.	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.  Door handles, light switches in frequent use.	<b>Identify 'pinch points' and busy areas.</b> <b>Provide signage.</b>  <b>Door handles and light switches to be cleaned regularly.</b>  <b>Hand sanitiser to be provided by hall</b>	. Suggest only two people in the kitchen and each set of toilets at a time and consider wearing face masks in these areas.  Door handles and light switches to be cleaned between each activity.  Hand sanitiser to be checked daily before each activity.

			More bins have been provided in main hall. Empty regularly.
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned before use by hall cleaning staff.</b></p> <p><b>Hall to be 'fogged' between each use to clean hard surfaces and soft furnishings.</b></p> <p><b>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b></p>	<p>All chairs can be used but fogged between use.</p> <p>Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched are less of a risk.</p> <p>Hand sanitiser provided.</p>
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p><b>Suggest committee room only to be used by small groups and as a socially distanced seating area for village events.</b></p> <p><b>Room to be fogged after use</b></p>	
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p>	<p><b>Suggest that only two people to be in the kitchen at any one time so as to ensure social distancing,</b></p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-</p>

	<p>Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave</p>	<p><b>especially for those over 70. Hirers to clean all areas likely to be used before use.</b></p> <p><b>Crockery and cutlery to be washed, dried and put away after use. Only dish cloths and tea towels provided by the hall are to be used.</b></p> <p><b>Hand sanitiser, soap, disposable dish cloths and paper towels to be provided.</b></p> <p><b>Encourage people to eat or drink when seated.</b></p>	<p>stocked as necessary.</p> <p>Dish cloths and tea towels to be washed after each use.</p>
Store cupboards (cleaner etc)	<p>Social distancing not possible Door handles, light switch</p>	<p><b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></p>	
Storage Rooms (furniture/equipment)	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p><b>Hirer must clean equipment required before and after use including tables and chairs. Hirer to control accessing and stowing equipment to encourage social distancing.</b></p>	
Toilets	<p>Social distancing difficult. Surfaces in frequent use =</p>	<p><b>Only two people to use each suite of toilets at a time with</b></p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly</p>

	door handles, light switches, basins, toilet handles, seats etc. Vanity surfaces, mirrors.	<b>attention to more vulnerable users. Hall staff to clean all surfaces etc before each activity. Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	replenished, and hirer knows where to access for re-stocking if needed.
Stage Area	Curtains Social distancing Lighting and sound controls	<b>Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required.</b>	Ask Toddler Group to put chairs around stage curtains to avoid children touching them.
Events	Handling cash and tickets Too many people arrive	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between groups. Any money should be handled by one individual wearing gloves.</b>	See government guidance for Performing Arts

### Sample Risk Assessment for Hirers of Village Hall

**Please note:** This is not an exhaustive risk assessment but a basis for you to use if you wish, in conjunction with our Special Conditions of Hire and any guidance from any governing body relevant to you/your activity.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
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<p><b>People attend hall who are vulnerable to Covid for medical reasons (eg immune-suppression) and/or non - vaccination.</b></p> <p><b>Those attending the hall may pass it on to relatives or friends in this category.</b></p>	<p>Vulnerable people may be in the hiring group or in the next hiring group using the hall.</p> <p>Caution among people who need activities owing to being isolated and need comfort they will be operated in a safe manner.</p>	<p><b>Make clear to group that they should not attend if they suspect they may have Covid, or had it within the last 6 days.</b></p> <p><b>Invite those attending to let you know if they are vulnerable so you can make arrangements to keep them safe from Covid.</b></p>	
<p><b>Cleanliness of hall and equipment, especially after other hires</b></p>	<p>Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Hirer leaves hall or equipment without cleaning.</p>	<p><b>Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.</b></p>	<p>Suggest people continue to bring their own equipment? Hall will be cleaned by hall staff between each use. Nevertheless group advised to wipe down used surfaces during hire as necessary to minimise risk of transmission.</p>
<p><b>Managing Social distancing especially for people attending who may be vulnerable. Encouraging groups not to mingle.</b></p>	<p>People who attend mingle with other individuals, causing concern.</p> <p>Risk of virus spread to those attending whole activity, instead of a small group.</p>	<p><b>Ask participants to wear face coverings with vulnerable people and in confined areas.</b></p> <p><b>Advise all attending to observe social distancing as far as possible with anyone they do not</b></p>	<p>Allow older people time to use toilets without others present</p> <p>Avoid raised voices or loud music.</p> <p>For dancing or a crowded activity consider asking</p>



		<p>have regular contact with.</p> <p>Adopt layout advised.</p> <p>Limit numbers using toilets at same time.</p>	<p>participants to take a lateral flow test that day.</p>
<b>Respiratory hygiene</b>	<p>Transmission to other members of group via coughing, sneezing, blowing nose and by people raising their voices</p>	<p>Catch It, Bin It, Kill It. Provide tissues.</p> <p>Encourage face coverings to be worn in confined areas or with vulnerable people.</p>	<p>Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.</p>
<b>Hand cleanliness</b>	<p>Transmission to other members of group and premises</p>	<p>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</p>	
<b>Someone falls ill with COVID-19 symptoms</b>	<p>Transmission to other members of group and premises</p>	<p>Follow hall instructions. Move person to safe area, obtain contacts, inform Martyn Grove on 07768 294 845.</p>	