

CLOPTON VILLAGE HALL EXTRAORDINARY MANAGEMENT COMMITTEE MEETING - JULY 2020

HEALTH and SAFETY DURING COVID-19 – Risk assessment

Areas of risk identified and actions to be taken

Main Entrance:

- If there is likely to be a queueing situation at the door, a 2m line should be marked with tape. This, however, would be impractical with the loose gravel ground in the car park. Hirers, therefore, to be told to provide marshalling if likely to be a queue.
- The left-hand entrance door only to be opened.
- Door to be caught open with hook provided to prevent “hands on door” and to provide fresh air.
- Hand sanitizer to be provided on right-hand side, on table with wipeable top and splash back.
- Poly- bag- lined rubbish bin for used paper towels. To be removed after each hire and disposed of in accordance with Government guidelines.

Entrance to main hall from lobby:

- Through-door to main hall to be wedged open to prevent “hands on doors” and to allow fresh air into hall.

Main hall:

- Notices to be displayed regarding regular hand-washing and location of hand-sanitising stations.
- Hand sanitizer in dispensers and paper towels to be placed between kitchen door and toilet outer door with lined disposal-bin under table. Bin to be emptied after each hire in accordance with Government guidelines.
- Notices to be displayed encouraging social distancing.
- Windows can be opened to allow ventilation and fresh air but hirer should restrict those opening/closing windows and ensure hand-washing after touching window catches.
- **Exit onto field** – primarily an emergency exit. Access to field to be discouraged as hirer will be less able to monitor social distancing. If the hirer allows any use of this door to access the field, they must provide hand sanitizer on a table adjacent and ensure anyone re-entering the hall by this door sanitizes their hands thoroughly.

Kitchen:

- Use of kitchen to be refused as far as possible. If use is necessary, then only one person to use at a time to avoid “pinch points” at door and a notice to be displayed to illustrate this.
- All crockery, cutlery and other kitchen utensils to be kept from use by hirers. All cupboards to be taped across doors to ensure contents not used. Notice taped on outside to ensure this.
- Users to bring own cutlery/crockery and own food/drinks.
- All current teatowels and cleaning sponges etc. to be removed from premises.
- Soap and paper towels to be made available at each sink.
- Large lined rubbish bin between small sink and large sink for used towels. To be removed and disposed of after every hire in accordance with Government guidelines.

Note: The door behind bin is not an emergency exit.

Toilets:

- Toilets to be used one at a time to avoid “pinch points” at doors. Notice to be displayed to illustrate this.
- All toilets to have ample supply of soap and paper towels.
- Lined bin to be supplied under each towel dispenser. Contents to be disposed of after each hire in accordance with Government guidelines.

Additional advice to hirers – to be issued before each hire:

A risk assessment form to be issued to each hirer for their own assessment prior to hire.

Attendees:

- Hirer to ensure, as far as possible, that attendees are not unwell.
- Those hiring Clopton Village Hall must keep a list of names and phone numbers of people attending the hall in case they need to be contacted by NHS.
- There is to be a maximum of 30 people (or the number currently advised by the Government) in the hall at any one time, including the organisers.
- Attendees should take care not to mingle in the car park and should maintain social distance.
- Once in the hall, hirers and guests should remain in the hall for the duration of the hire to lessen possible infection.
- Social distancing must be observed at all times in the hall.
- People collecting hall users should remain outside the hall, social distancing from others or remaining in their cars.

Food and drink:

- If food is to be served, the hirer must bring their own crockery, cutlery, drinking glasses, teatowels etc. in addition to the food.
- No food or drink to be prepared on the Hall premises.
- All rubbish generated during the hire to be taken away for disposal by the hirer.
- Only one person in any of the toilet areas at a time.
- Only one person in the kitchen at a time.
- Hands should be washed frequently..

Isolation room:

The side room/committee room has been designated as an isolation room for anyone who feels ill. If this happens, the hirer is responsible for notifying NHS and supplying names and phone numbers for Track and Trace.

Cleaning:

Although the Hall will be thoroughly cleaned once a week the hirer will be responsible for cleaning before their use, and after, using their own cleaning materials or those provided and kept in the kitchen. All door handles, window handles, cupboard handles, taps, work surfaces, tables and chairs must be cleaned.

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