

Version control:

| Version     | Date                             | Description of changes  | Person making the change |
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| Draft 1.0   | 2 <sup>nd</sup> July, 2020       | Initial draft for review with officers  | Angela Boott             |
| Draft 2.0   | 6 <sup>th</sup> July, 2020       | Updated draft following review by officers  | Angela Boott             |
| Draft 3.0   | 7 <sup>th</sup> July, 2020       | Update regarding max number of people able to attend and statement regarding attendance record to be kept by hirers   | Angela Boott             |
| Version 1.0 | 10 <sup>th</sup> July, 2020      | Initial release following review by Cathy Jones, Darren Lock, Kerry Thomas and Karen Dignan (Officers)  | Angela Boott             |
| Version 2.0 | 6 <sup>th</sup> August, 2020     | Updated to reflect that excess chairs will be taped up and or padlocked and left in situ in the main hall. Kitchen equipment will not be moved to Gallery but again taped up and labelled 'not in use' . Kitchen can be used for making a hot drink only. | Ange Boott               |
| Version 3.0 | 13 <sup>th</sup> August, 2020    | Updated following clarification received from ACRE that Face coverings are mandatory when visiting village halls.   | Ange Boott               |
| Version 4.0 | 24 <sup>th</sup> September, 2020 | Update following clarification received regarding the 'Rule of Six' measures now in place   | Angela Boott             |

| Area or People at Risk   | Risk identified  | Actions to take to mitigate risk   | Notes   |
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| <b>Staff, contractors, volunteers and hirers</b>   | Face coverings. The government have advised that it is mandatory to wear face covering in community hall (including village halls)   | <b>Posters will be placed inside and outside the building advising the mandatory use of face coverings. The Covid 19 terms and conditions have been updated to reflect this requirement.</b>   |   |
| <b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed | Cleaning surfaces infected by people carrying the virus.<br>Disposing of rubbish containing tissues and cleaning cloths.<br>Deep cleaning premises if someone falls ill with CV-19 on the premises.<br>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. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. Cleaning materials to be provided to staff and volunteers.</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. Everyone will be given guidance re using products. |

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| <p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p> | <p>Staff/volunteers who are either extremely vulnerable or over 70. 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. Mental stress from handling the new situation.</p> | <p><b>Currently we have no Staff in the shielding category. Volunteers in this category will be advised not to attend the hall for the time being.</b></p> <p><b>We will discuss the situation with 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. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p> | <p>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.</p> |
| <p>Car Park/paths/ patio/exterior areas</p>   | <p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>   | <p><b>Hirers will be advised to keep to the social distancing rules. Social distancing signs to be put up outside the main entrance. Rule of 6 – Covid 19 terms and conditions updated to reflect the Rule of 6. Rule of 6 posters to be placed in the main hall, entrance hall and kitchen.</b></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. Ordinary litter collection arrangements can remain in place.</p>  |

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|                               |   | <p><b>Only one Hire (max 15 people) will be allowed to use the hall at any one time We will mark out 1 or 2 metre waiting area outside the main entrance to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></p>  |   |
| Entrance hall/lobby/corridors | <p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.<br/>Door handles, light switches in frequent use.</p> | <p><b>Rule of 6 – Covid 19 terms and conditions updated to reflect the Rule of 6. Rule of 6 posters to be placed in the main hall, entrance hall and kitchen. Only one Hire (max 15 people) will be allowed to use the hall at any one time and there will be sufficient time between hires for the caretaker to clean. Pinch points and busy areas will be the entrance lobby and the inner lobby. Due to the nature of the hall flooring it will be difficult to mark out 1 or 2 metre marking so a one-</b></p> | <p>Hand sanitiser will be mounted at all entrances and will be checked daily.<br/>We will provide bins, in entrance hall, each meeting room. Empty regularly. Provide plastic gloves and tissues in entrance lobby.</p> |

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|           |   | <p><b>way system will be put in place and social distancing signage displayed. Enter via the main hall entrance and exit via the side Billiard room entrance</b></p> <p><b>Door handles and light switches will be cleaned regularly and after each hire.</b></p> <p><b>Hand sanitiser to be provided by hall at all entrances.</b></p> |   |
| Main Hall | Door handles, light switches, Window catches, tables, chair backs and arms. | <p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hall cleaning staff. A max number of 15 people will be allowed in the hall at any one time. Any excess chairs will be moved taped up and / or padlocked and labelled 'Covid 19 not in use' as appropriate</b></p>          | Black sack will be provided in the main hall. |

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|                            | <p>Soft furnishings which cannot be readily cleaned between uses.<br/>         Projection equipment. Screen.<br/>         Window curtains or blinds<br/>         Commemorative photos, displays.<br/>         Social distancing to be observed</p>                        | <p><b>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Main stage curtains will remain in situ but side curtain will be removed. People will be asked to avoid touching the curtains and window curtains should only be opened and closed using the sash cords using gloves provided. Hirers will be asked to keep an attendance record of everyone attending their group meeting so Test and Track can be used in the event of someone testing positive for Covid 19</b></p> |  |
| Billiard room (small hall) | <p>Social distancing more difficult in smaller areas<br/>         Door and window handles<br/>         Light switches<br/>         Tables, chair backs and arms.<br/>         Copier, laminator, shredder.<br/>         Floors with carpet tiles less easily cleaned.</p> | <p><b>The Billiard room will not be in use.</b></p> <p><b>This room will be used as a Covid 19 isolation room. This room will have a chair, bottled water, tissues, gloves and hand sanister available for people displaying Covid 19 symptoms.</b></p>  |  |

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| Kitchen                        | Social distancing more difficult<br>Door and window handles<br>Light switches<br>Working surfaces, sinks<br>Cupboard/drawer handles.<br>Fridge/freezer<br>Crockery/cutlery<br>Kettle/hot water boiler | <b>Kitchen use will be restricted. Hires can enter the kitchen to collect tables. These tables should then be left in the main hall. Our caretaker will clean and return the tables to the kitchen after the hire. The kitchen will only be available for making tea and coffee). All catering equipment will be taped up and labelled 'Covid 19 , not in use' or locked away.</b> | Cleaning materials to be made available in the kitchen for wiping down the tables. This will be regularly checked and re-stocked as necessary. |
| Gallery                        |   | <b>The gallery will not be in use. All excess furniture and kitchen equipment will be stored in the gallery and the gallery will be padlocked.</b>   |  |
| Store cupboards (cleaner etc.) | Social distancing not possible<br>Door handles, light switch  | <b>Public access is not required. Cleaner to decide frequency of cleaning.</b>   |  |

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| Storage Rooms<br>(furniture/equipment) | Social distancing more difficult<br>Door handles in use.<br>Equipment needing to be moved<br>not normally in use   | <b>All storage rooms are locked or padlocked. Hirer to control accessing and stowing equipment to encourage social distancing.</b>   | .   |
| Toilets                                | Social distancing difficult.<br>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.<br>Baby changing and vanity surfaces, mirrors. | <b>We have 3 toilets available with a max number of 15 people in the hall at any one time this should ensuring social distancing rules can be met. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Caretaker will clean all surfaces before hirers arrive. Engaged/vacant signage and posters to encourage social distancing. 20 second Hand washing.</b> | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. |
| Boiler cupboard                        | Door handle  | <b>Public access not required and is kept locked.</b>  |   |

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| Stage | Curtains,<br>Social distancing<br>Lighting controls | <b>Stage will not be in use and signage will indicate this. Side curtain in inner lobby to be removed. Hirer to control access.</b> |  |
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