

5 key principles to be Covid-secure:-

1. Individuals who are unwell – nobody should attend if they have symptoms, or are from a household which meets the self-isolating requirements
2. Clean hands often using soap or sanitiser
3. Avoid touching face, dispose of tissues and wash hands
4. Regular cleaning of common surfaces
5. Maintain social distancing (2 metres where possible, or 1m+ additional measures where 2m isn't possible)

Area / people at risk	Risk identified	Actions to mitigate risk	Date completed/notes
<p>Hirers & users of the hall</p>	<p>Risk of spread of the virus due to coming into contact with people from outside own household</p> <p>Risk of spread of the virus due to touching surfaces which have been touched by others / not cleaned</p> <p>Risk of spread of the virus due to coming into contact with general public</p> <p>Additional risks for hirers/users who are clinically extremely vulnerable (shielding) or vulnerable</p> <p>Risk of spread due to use of cash / tickets</p>	<p>General</p> <p>Stay at home guidance (key point 1 above) always in force</p> <p>Require hirer to sign supplementary terms and conditions</p> <p>Require the lead hirer to conduct their own risk assessment</p> <p>The bookings secretary must be made aware immediately if someone falls ill in the hall to allow consideration of closure for enhanced cleaning</p> <p>First aid box on site. Hirers to be aware this does not contain PPE and lead hirer to bring own PPE as required</p> <p>Users of the hall to have sight of ACRE appendix C 'Help keep this hall Covid-19 secure' which should be displayed in the entrance</p> <p>Social distancing</p> <p>Ensure social distancing in accordance with government guidance is maintained all times. (It is expected that the instances where social distancing cannot be maintained with groups/hirers will be very low, particularly in the opening period where</p>	<p>August 2020</p> <p>Risk assessment to be circulated amongst lead hirers</p> <p>Supplemental terms and conditions for booking to include key aspects from this risk assessment</p>

		<p>activities/groups will be closely controlled)</p> <p>Those dropping people off / picking up to remain outside the hall and ideally in their cars to reduce numbers at pinch points and avoiding the temptation to congregate</p> <p>No parties or events which involve the bar during the initial phase of reopening. No singing, shouting or live performances.</p> <p>Kitchen to remain closed during initial phase of opening</p> <p>Increase ventilation when on site (opening windows/doors)</p> <p>Hand Hygiene</p> <p>Wash and/or sanitise hands regularly and follow good hygiene whenever attending the hall.</p> <p>Sanitisers installed at entry and exit points.</p> <p>Reduce, and ideally remove, the use of cash – lead hirer to take payment from groups electronically wherever possible. Where not possible, cash to be handled by one person wearing disposable gloves or, as a minimum, ensuring good hand hygiene</p> <p>Cleaning</p> <p>Adequate cleaning is the responsibility of the hirers of the hall</p> <p>Hall users to bring cleaning equipment and sanitiser</p> <p>Hall users to be asked to clean before and after each session and provide checklist for them to work through to ensure nothing is forgotten or missed</p>	
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<p>Outside/external areas</p> <ul style="list-style-type: none"> • Car park • Paths • Grass area • Shed 	<p>Social distancing not observed if people congregate at pinch points before the activity or afterwards on exiting the hall</p> <p>Parking is too congested making it more difficult to observe social distancing</p>	<p>Sanitisers available on entry and exit</p> <p>Limit group numbers to 30 (including group leader and any helpers) to ensure social distancing can be achieved outside of the hall and so that safe car parking can be achieved</p> <p>Lead hirer to monitor and enforce social distancing whilst hall is in use</p> <p>Queuing to be on the disabled ramp with social distancing</p>	<p>It is not expected that a one way system will be needed in the hall during the initial phase of opening as there should be no occasions where a group is arriving at the same time as one is leaving</p>
<p>Entrance and exit</p>	<p>Potential pinch points where social distancing is not followed</p> <p>Lots of surfaces regularly touched – door handles, locks, alarm, light switches</p>	<p>Encourage groups to maintain social distancing</p> <p>Encourage the use of sanitiser/hand washing when entering and exiting the hall or after touching common surfaces</p> <p>Lead hirer to ensure common touch points cleaned as per cleaning checklist after use</p>	
<p>Main hall</p>	<p>Social distancing not maintained if too many people in the hall</p> <p>Commonly touched surfaces</p> <p>People shout / raise voices</p>	<p>Encourage groups to maintain social distancing</p> <p>Encourage the use of sanitiser/hand washing when entering and exiting the hall or after touching common surfaces</p> <p>Encourage side to side activities instead of face on</p> <p>Discourage activities which involve raising voices/shouting</p>	

		<p>Prohibit singing, live performances, alcohol</p> <p>Commonly touched surfaces to be cleaned by the group/lead hirer after use</p> <p>Floor to be cleaned prior to use where activity is floor based e.g. yoga – sanitising floor wipes to be used. Mop for the wipes to be attached to will be provided, but groups will need to bring their own wipes</p> <p>Floor to be swept after use</p> <p>Users to bring own refreshments but not to bring food into the hall</p>	
Equipment & storage area	<p>Equipment shared and not cleaned between use</p> <p>Commonly touched surfaces e.g. handles, lights in storage areas which may be missed during routine cleaning</p> <p>Equipment not cleaned properly after use</p> <p>Difficult to maintain social distancing in small rooms</p>	<p>Users must clean equipment which is stored at the hall immediately after use – if equipment can't be cleaned it should not be used</p> <p>Lead hirer to control access to equipment room and the process of getting equipment out and stowing it away to maintain social distancing and reduce contact with common surfaces</p> <p>Upholstered chairs not to be used - plastic chairs to be used instead as can be more easily cleaned</p> <p>Entrance to equipment store to be marked up with signs reminding about social distancing and minimising the number of people in there, and also reminding about cleaning requirements</p> <p>Remove curtains</p>	<p>To add Perspex / screen at the door to replace curtains</p>
Corridors/passages	<p>Social distancing more difficult in narrow areas</p> <p>People passing each other</p>	<p>No passing others in narrow corridors</p>	

	more tempted to stop, speak and congregate		
Kitchen	<p>Common touch points – light switches, cupboards, work surfaces, equipment, handles, cutlery</p> <p>Groups from different households/bubbles spending more time in close proximity for a longer period leading to risk of spread being increased</p>	<p>Keep kitchen closed during first phase of opening</p> <p>Encourage hirers/users to bring their own refreshments</p> <p>Users to not bring food into the hall</p>	
Toilets	<p>Touch points / surfaces</p> <p>Not being able to social distance in small area</p>	<p>Try to avoid need to use toilet where possible.</p> <p>Maximum of 1 person in toilets at a time.</p> <p>Men’s toilets to remain closed for now.</p> <p>Avoid queuing outside toilets. Always maintain social distancing.</p> <p>Provide soap for thorough handwashing in toilets, and ensure it is kept in stock</p> <p>Wipes to be used for ease of cleaning commonly used surfaces and disposed of</p>	
Inside the hall: library	<p>Touch points / surfaces</p> <p>Not being able to social distance in small area</p>	<p>Library open Monday and Thursday evenings (72 hours in between) and otherwise remains locked</p>	
Directors, contractors and volunteers (“staff”)	<p>Risk of spread due to coming into contact with other staff members from</p>	<p>Stay at home if displaying symptoms or required to self-isolate</p> <p>Ensure social distancing maintained for meetings and other staff</p>	<p>Requirement in the T&Cs of hiring the hall that the bookings</p>

<p>Work activities which expose staff: -</p> <ul style="list-style-type: none"> • Meetings • Physical opening of the hall and closing/locking up • Cleaning • Bar service • Maintenance 	<p>outside household / bubble</p> <p>Risk of spread due to touching surfaces which have been touched by others / not cleaned</p> <p>Risk of spread due to coming into contact with general public</p> <p>Additional risks for staff who are clinically extremely vulnerable (shielding) or vulnerable</p>	<p>activities.</p> <p>Sanitise hands and follow good hygiene whenever attending the hall</p> <p>Take steps to increase ventilation when on site (e.g. opening windows/doors)</p>	<p>secretary must be made aware immediately if someone using the hall falls ill or later tests positive for Covid-19 as this will trigger requirement for more intense cleaning procedures</p> <p>Requirement in the T&Cs of hiring that the lead hirer keeps a list of attendees for the purposes of NHS Test and Trace for 21 days</p>
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