

## FRIETH VILLAGE HALL - COVID-19 Risk Assessment and Regular Hirer Checklist – 01 September 2021

The Frieth Village Hall COVID-19 Risk Assessment detailed below is provided to organisations which regularly use the hall as a sample so that they can use it as a template to produce their own Covid Risk Assessment as a document to be observed as part of the Special Conditions of Hire. Regular hirers should also work through the checklist to ensure all items have been considered and actioned.

### Hirer Checklist

	Item	Tick when completed
1.	Have you read and understood your responsibilities on the hire agreement and Covid Risk Assessment?	
2.	Have you undertaken your own risk assessment for your booking/session?	
3.	Have you implemented a sign in book collecting names and contact details of people entering the hall?	
4.	Do you understand that everyone must wear a face covering in accordance with government recommendations?	
5.	Have you notified your staff/users of the 1 metre minimum distancing rules?	
6.	Are you aware that everyone must have their temperature read on entry and that if anyone shows up 'Red', they must not enter the hall?	
7.	Have you made your guests/users aware of the need to hand sanitise on entry, regularly throughout the booking, and when they leave?	
8.	Please adopt and follow rigidly the one-way signage system	
9.	You must inform us immediately if any of your group contract COVID within 14 days of your booking	

#### Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. Hirers must undertake their own Covid 19 Risk Assessment in advance of operating any session in the hall and shared with the Frieth Village Hall Management Committee (FVHMC)
4. The Frieth Village Hall Management Committee are using their best endeavours to keep hall users safe and cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it.

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Cleaners, contractors and Mgmt. Committee volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves the hall or equipment without cleaning.</p>	<p>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.</p>	<p>People cleaning 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.</p> <p>Cleaners are professional and are experienced in Covid cleaning procedures</p>
<p><b>Managing Social distancing especially for people attending who may be vulnerable.</b></p>	<p>People do not maintain social distancing. People who attend in groups mingle or mix with other groups, which may worry them.</p> <p>Risk of virus spread to those attending whole activity, instead of a small group.</p>	<p>Advise all attending they should observe social distancing as far as possible and use the one-way system. Adopt layout advised. Limit numbers using toilets to "one at a time".</p> <p>Advise those in groups of the need to avoid mingling with others they do not usually meet.</p> <p>All persons entering the hall to sanitise hands and to wear face coverings in accordance with government regulations.</p> <p>At the end of the session, Hirer to lock rear door and to leave by the main door and lock and return keys as agreed (either drop off or replace in key safe, wipe down with sanitiser).</p> <p>Hirers to keep contact details of all</p>	<p>Hirers will need to inform FVHMC immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the hirer/participant agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

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		<p>staff and participants for 14 days to allow for track and trace.</p> <p>Talk with FVHMC, hirers, trustees and volunteers regularly to see if arrangements are working well.</p>	
<b>Car Park/paths/</b>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 3 or 4 x 2 metre waiting areas outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<b>Entrance hall/lobby/corridors</b>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Mark up Main Door “Way in Only” Rear door “Way Out Only”</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by FVHMC at front door, in hall and in corridor outside toilets.</p> <p>Body Temperature Sensor to be provided in lobby area to check temperature.</p>	<p>Install agreed directional and informational signage.</p> <p>Hand sanitiser needs to be checked regularly.</p> <p>Inform hirer what to do if body temperature sensor activates.</p> <p>Provide adequate bins, in entrance hall, each meeting room. Empty regularly.</p>
<p><b>Main Hall - Maximum Capacity of Hall =100</b></p> <p>From 19 July 2021 all community events, activities and private hires</p>	<p>Maximum safe (distanced) capacity dependent on type of usage, i.e. exercise, dance/movement, classroom, lecture, seated, meeting,</p>	<p>Hirers to open all windows to provide increased ventilation wherever practicable.</p> <p>Door handles, light switches,</p>	<p>Inform Hirers of reduced capacity and use of equipment.</p> <p>Hand sanitiser and dispensers in place at front door, outside the</p>

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will be able to take place <b>with risks managed by hirers</b> e.g., through ventilation, encouraging social distancing, hand washing and use of hand sanitiser.	<p>Increase ventilation to reduce likelihood of passing infection.</p> <p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment. Screen. Window curtains or blinds.</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be encouraged.</p>	<p>window catches, tables, chairs and other equipment used to be cleaned after each use or before next use.</p> <p><b>Hirers also to be instructed to clean after use and remove all rubbish.</b></p> <p>Social distancing to be encouraged by hirers in arranging their activities. Hirers/users to be encouraged to wash hands regularly.</p>	toilets and in main hall.
<b>Committee/Small meeting room</b>	<p>Social distancing more difficult in smaller areas.</p> <p>Door and window handles Light switches Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.</p>	<p>If used surfaces and equipment to be cleaned by hirer at end of session.</p> <p>Consider reducing numbers because of confined space</p>	
<b>Kitchen</b>	<p>Social distancing more difficult.</p> <p>Door and window handles, light switches, work surfaces, sinks Cupboard/drawer handles, Fridge/freezer, oven, crockery/cutlery, kettle/hot water boiler.</p>	<p>Encourage hirers to bring their own Food and Drink for the time being.</p> <p>Consider reducing numbers in kitchen because of confined space</p>	

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<p><b>Store Room – furniture /equipment</b></p>	<p>Social distancing more difficult.</p> <p>Door handles in use.</p> <p>Equipment needing to be moved/used for hire could be infected or be infected.</p>	<p>Keep numbers of people in the store to safe limits i.e. socially distanced.</p>	<p>.</p>
<p><b>Toilets (ONLY ONE PERSON IN EACH SUITE AT A TIME)</b></p>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use i.e. door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors, litter bins.</p>	<p>Hirer to control numbers accessing toilets one at a time, with attention to more vulnerable users.</p> <p>“Only one users at a time, if busy wait” signage on each toilet door.</p> <p>Posters to encourage 20 second hand washing.</p>	<p>Signage to be installed.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>