

## ANNEX B to Enstone Parish Hall Health & Safety Policy: Covid 19 Secure Measures

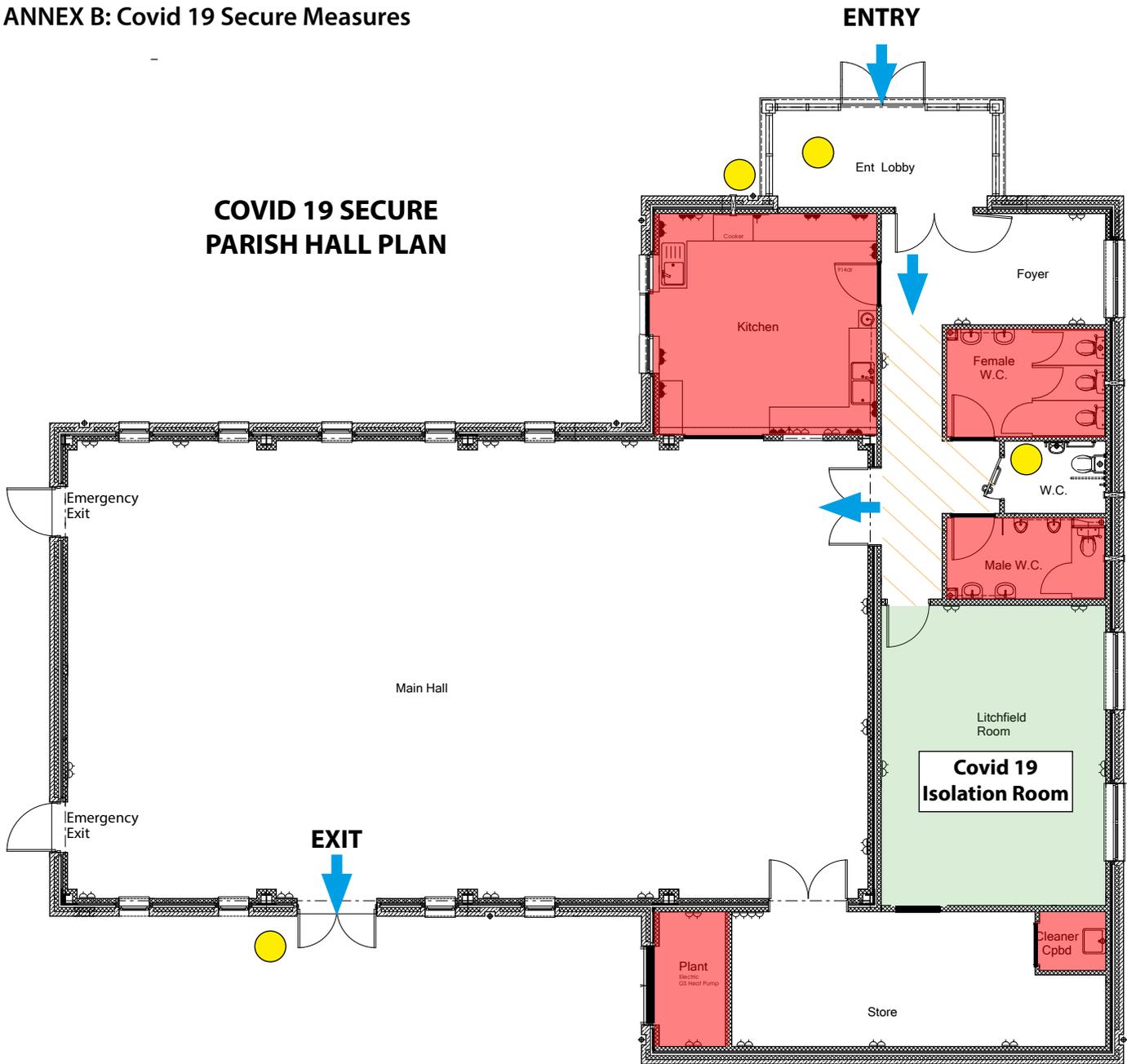
### B.1 Areas of responsibility:

1. To mitigate the risk of Covid 19 spread within attendees to the hall it is essential that those booking the hall have their own risk assessment with reference to the guide provided at Annex D. Areas of responsibility for risk mitigation must be agreed by the Hirer and the Hall. These measures will be updated as new advice is given.

### B.2 Measures: (Prior to opening, the hall has been deep cleaned).

1. Social distancing measures should be adhered to throughout. Wear masks where appropriate.
2. Everyone entering the building must use the Hand Sanitising station at the entrance.
3. The "in" and "out" system must be used. This is signposted with entry "in" through the front door and exit "out" through the main hall southwest facing doors into the garden, with sanitising on exit.
4. The toilet for the disabled is the only one to be used. This will have a "vacant/engaged" sign for single use at any one time. Sanitiser and paper towels will be in the toilet for use. Hand dryers are not to be used. **DO NOT** flush hand towels or wipes down the toilet but place in a plastic bin liner, which should be secured and removed at the end of the event. If queuing is necessary use the Main Hall or Foyer area.
5. The kitchen is out of bounds and not to be used.
6. All participants should be encouraged to bring their own equipment, sanitiser, food and drink.
7. During use it is advised to have a good air flow through the building, opening windows and doors. Security is also important, so these need to be checked before leaving that they are all secure.
8. Contact details of all participants attending your event must be logged for test and trace purposes.
9. Anyone not attending your event, should wait in the car park and not enter the building.
10. If someone becomes ill during your event with suspected Covid 19, the dedicated responder of the group should immediately move them to the Litchfield Room (open windows) and use the Covid First Aid Box if necessary (see contents of box on Hall Plan opposite). They stay there until they have transport to go home or to hospital if needed. Used tissues and towels should be placed in a plastic bag, which needs to be sealed and left (in a secure place) for 72 hours before being disposed. Contact details of anyone they have been in contact with should be logged and Test and Trace informed: ([www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call 119). Inform the Hall Bookings Clerk, Chairman or Caretaker. The hall will then be closed for 72 hours and a decontamination clean will be carried out.
11. You will need to advise us of the numbers of chairs and tables you require so these can be sanitised and put in the hall ready for your use.
12. Cash transactions for payment are no longer permitted. A cheque in a clear plastic bag or a Bank transfer must be used.
13. Minimise touching surfaces and equipment to one or two people and make sure that anything touched is cleaned after use or on leaving the hall.
14. Specific Covid secure advice can be given on booking for specific events.
15. **IN THE CASE OF AN EMERGENCY PRIORITISE SAFETY: IN THE EVENT OF A FIRE OR ACCIDENT PARTICIPANTS DO NOT HAVE TO SOCIAL DISTANCE IF UNSAFE TO DO SO**

**COVID 19 SECURE PARISH HALL PLAN**



- KEY:**
- Direction of one-way system showing entry and exits.
  - 'Pinch points.' Where social distancing is not possible. Wait in Foyer or Main Hall until corridor is clear.
  - Areas not to be used. The Kitchen, Ladies & Gents toilets are out of bounds.
  - Hand sanitiser stations.
  - Covid Isolation Room (Litchfield Room). Includes Covid 19 First Aid Box (contents below):

**COVID-19 First Aid Box** (Do not use this equipment if you have COVID-19 symptoms)

A plastic chair has been placed in the isolation space with a notice above and all hall users are made aware of this box when they first use the facilities. Laminated instructions for how to respond are attached to the box and a laminated copy of this sheet is in the box.

Face mask (covering) & pair of plastic gloves x 2 – each set in a plastic bag (for responder and patient)	Rubbish bags x 2 (so disposables can be double-bagged). The outer one marked e.g. "Covid-19 waste".
Plastic face shield – for the responder	Washing up bowl for handwashing
Pocket pack of tissues	Small packet anti-bacterial wipes
Hand soap in pump dispenser	Small hand sanitiser gel
	Disposable apron e.g. plastic sleeveless or cheap overalls

## ANNEX C: Covid 19 Hall Risk Assessment

### C.1 Risk Assessment:

1. This risk assessment is based upon local and Government Covid 19 information.
2. It should be read in conjunction with Annex B Hall Plan, which shows the areas that are open for use and those the EPHC have decided are not open to anyone. These are: Main Hall (in use), The Kitchen and Ladies & Gentlemens Toilets (not in use). The toilet for the 'disabled' is the only one open. The Litchfield room can be used and is also the Covid 19 isolation room. The corridor from the Foyer to the Main Hall has been identified as a 'pinch point' and all users are to adhere to the oneway system and adopt give-way protocols to maintain the 2 m rule.
3. The assessment shows those who are at risk, what that risk is and actions to take to mitigate the risk. The actions to take in order to mitigate the risks are categorised into the following:

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

**Orange** – Actions that are strongly recommended

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, hirers, contractors and committee members. Any areas that can be touched such as surfaces, door handles, toilet lids, flush handles, taps, switches, electric appliances, window catches and blinds.	Cleaning surfaces possibly 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/committee members provided with protective overalls and plastic or rubber gloves. Contractors and hirers provide their own.</b> <b>Staff/committee members advised to wash outer clothes after cleaning duties.</b> <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b>	Staff and committee members 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, hirers, contractors and committee members who could be at risk from the likelihood of exposure.	Those persons who are either extremely vulnerable or over 70. Persons 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.	<b>Staff in the vulnerable category are advised not to attend work for the time being.</b> <b>Discuss situation with those persons 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.</b> <b>Talk with users to see if arrangements are working.</b>	Staff and committee members 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.
Car Park/paths/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	<b>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b> <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves &amp; remove.</b>	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. Provide plastic gloves.
Entrance hall/foyer/corridor	Possible "pinch points" and busy areas where risk is; not observing social distancing in a confined area. Door handles, light switches in frequent use.	<b>"Pinch points" identified and 2 metre spacing marked out for queueing. Oneway system created and signage provided.</b> <b>Door handles and light switches are cleaned regularly.</b> <b>Hand sanitiser is provided by hall.</b>	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, Litchfield room, entry and exits. Empty regularly.

## ANNEX C: Covid 19 Hall Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Sound system control unit equipment. Window blinds. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hirers before use or by hall cleaning staff. Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities. Hirers encouraged to wash hands regularly.	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. Consider removing window blinds and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
Litchfield Room (Covid 19 Isolation Room)	High risk of cross contamination if room used for isolation. Door and window handles Light switches Tables, chair backs and arms. AV system control cupboard	Hirer to use this room for Covid 19 isolation if necessary. If this room is used for a suspected case, wear masks and ppe available in 'Covid 19 first aid box.' Follow latest guidance and await for the affected person to be transported to home or hospital. Inform Hall Booking Clerk, Caretaker or Chairman that the room has been used for this purpose.	With 2m distancing the maximum number of users is 8.  This room is also used for Covid 19 isolation.
Kitchen is not open	Ensure there is 'closed' signage on the doors and they remain locked. Keys are to be locked in the key cabinet in the cleaners cupboard in store room.	Public access is not allowed. Encouraging hirers to bring their own food and drink for the time the Kitchen is closed.	
Store Room (furniture/equipment)	Social distancing more difficult. Moving furniture/equipment in and out. Door handles in use. No outdoor ventilation.	Furniture/equipment belonging to the hall such as chairs/tables will be cleaned prior to use and set out in hall ready for the hirer. Hirer to control access and stowage of their equipment to minimise those handling it and to encourage social distancing. Hirer responsible for cleaning their equipment prior to and after use.	Hirer to inform booking manager of number of chairs/tables required when booking.
Caretakers cupboard (in Store Room)	Social distancing not possible Door handles, light switch, key cupboard	Public access not allowed. Caretaker to keep locked & decide frequency of cleaning.	
Toilet for the disabled only	Social distancing not possible. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Vanity surfaces & mirrors.	Hirer to control numbers accessing toilet at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Engaged/vacant signage has been implemented and posters to encourage 20 second hand washing are displayed.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Plant Room	Door handle, light switch Social distancing not possible	Public access not allowed. Caretaker to keep locked & decide frequency of cleaning.	
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited to a maximum of 30 in the main hall, booked in advance, 2 seats between individuals or households.	

## ANNEX D: Covid 19 Hall Risk Assessment for Hirers

### D.1 Guide Risk Assessment for Hirers:

1. This assessment is a guide for hirers only from a hall perspective and shows areas at risk, what that risk is and actions to take to mitigate the risk. The actions to take in order to mitigate the risk are categorised into the following:

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

**Orange** – Actions that are strongly recommended

**Green** – Actions for consideration

**Hirers should have their own risk assessment which should be agreed in consultation with the Hall.**

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaners have not cleaned hall or equipment used to standard required. Group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to agree that the group will make sure regularly used surfaces are cleaned during and after hire e.g. tables, sinks, door and toilet handles.	Who provides cleaning equipment - limited supplies from Hall? Group brings sanitisers and cleaning equipment to clean surfaces.
Managing Social distancing and especially people attending who may be vulnerable.	People do not maintain 2 m social distancing. Elderly are vulnerable.	Advise group they must comply with social distancing as far as possible and use one-way system. Wear masks as appropriate. Adopt layout advised. Limit numbers using the toilet. Inform any vulnerable people of the risks.	Hirers to organise thier own food and drinks. Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into dustbins in car park.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Anyone showing symptoms of coronavirus.	The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following: new continuous cough, high temperature, loss of, or change in, your normal sense of taste or smell.	Anyone showing symptoms of coronavirus must be placed in the isolation area and asked to wear a surgical mask unless clinically impossible (e.g. due to vomiting). The designated responder is to use Covid First Aid box in isolation room. Once assessed and where the individual does not require hospitalisation, they should return home immediately and inform the relevant public health authority/provide contact tracing information as required. Group organiser to inform hall Bookings Clerk or Chairman or Caretaker..	