**Eastling Village Hall Re-Opening Risk Assessment v6** **23 Sept 2020**

This Risk Assessment, and any associated documents such Conditions of Hire, will be updated prior to any new Hirers using the Hall and/or if Government guidelines change.

For the time being, only professional/semi-professional (or affiliated with regional/national associations) Hirers, those able to provide evidence of separate Insurance and who are willing/able to provide a separate Risk Assessment, will be allowed to use the Hall.

Updated 23 September to take account of new Government Regulations

No changes to the Risk Assessment as Exercise Sessions and Youth Activities remain on the Exempt list.

Updated 11 September to take account of new Government Regulations

Hirers should ensure that people from different households do not come into close contact during an event in groups of more than 6. Face coverings should be worn upon entering/leaving the premises and whilst visiting the toilet. They should also be worn whilst in the Hall unless participating in activities where face coverings are not feasible/recommended e.g. physical exercise. Hirers should follow Government advice with regards to whether children should wear face coverings.

As per the existing Risk Assessment. Hirers will be expected to carry-out a pre-clean of the facilities prior to their sessions, as well as a post-clean once they have finished. This will include cleaning/wiping down all door/window handles, window sills, light switches, WC and hand basins, Key/key box, floor areas used, and any other items that the users may have come into contact with. Rubbish should also be taken away, and rubbish bins wiped-down. A Pre/Post Cleaning Checklist Form will be posted on the Noticeboard in the foyer, and Hirers will be expected to initial/date it on each visit.

In order to comply with Track and Trace requirements, Hirers will be required to maintain records of the name/contact details, date of visit, arrival time and, where possible departure time for all people attending their events/sessions. This information should be sent to Paul Ainsworth on [kavallach6@btinternet.com](mailto:kavallach6@btinternet.com) for each session. The information will be kept for 21 days, and only be used for the purposes of Track and Trace, at which point it will be deleted.

Updated 24 August 2020 for one-off event to be held on the 26th September 2020 by the Kent Festival of Music, Speech and Drama (affiliated to the British and International Federation of Festivals)

“Our event would be a celebratory Speech and Drama event for young people who would be giving solo or duo performances which do not involve music or singing. Our committee (max 5 people) would be in charge of letting the competitors in at the fixed time of their performance class and would allow one adult each with them for safeguarding reasons.  The maximum number of any performance class is 10 students.  The performers and adult would sit at fixed socially distanced spaces in the hall and the performers would be summoned one (or 2) at a time to perform on the stage.  Each performance lasts a maximum of 5 minutes.  After their performance, the child would then return to their seat.  At the end of the class, an adjudicator would give general comments to encourage performers in their future work.  This audience would then leave the hall, appropriate cleaning would take place and then the entrants and accompanying adult for the next class would be let in. We have contact details already of children involved for track and trace purposes and are happy to do temperature checks on entry too. No refreshments would be available and if people are waiting for their class to begin they will be requested to wait in their cars in the car park or to wait in the open air until summoned. The majority of committee members are teachers and all committee members are aware of current guidelines for COVID-19 and we feel confident in putting together an appropriate risk assessment if this event can go ahead.

Each family group will be the participating child with a maximum of two people accompanying. On the basis that each group will be from the same household they won’t have to distance from each other, just distance from the other family groups. It is recommended but not compulsory for any children under 11 attending to wear masks. As such, this decision will be made by the organisers in light of the circumstances and Government advice at the time.

No material changes are required to the Risk Assessment /associated documents although, in order to assist the organisers (and future organisers) with their social distancing calculations, a scale drawing of the hall (including measurements) has been produced.



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| Identified Risk | Who | Hazard | Area of Risk | Action Required | Who Responsible |
| Covid-19 infection, cross contamination | Trustees, Volunteers, Contractors, Cleaner  Contractors  Cleaner | Contamination of surfaces | Key, key-pad, switches, sockets in all areas, table surfaces and legs, chair metal surfaces, trolleys, all equipment used. All door handles, window handles, toilet handles, wash basins, taps, seats and associated surfaces.  Kitchen surfaces, sinks, taps, electrical appliances.  All accessible floor areas.  All areas  All areas inside Hall and immediate vicinity outside, any rubbish disposal | Provide cloths/tissues and detergent for cleaning all hard surfaces. Provide and replenish bags for rubbish disposal. Male/Female toilets closed for all - multi-access bathroom only to be used. All curtains to be taken down for the moment.  Kitchen closed for all.  Hall cleaner to clean weekly, Hirers to clean before/after use.  Use own PPE and equipment  Regular weekly cleaning. More thorough cleaning (deep clean) in the event of a suspected Covid-19 case. Suitable PPE to be provided to cleaner. | EVH |
| Covid-19 droplets | Trustees, Volunteers, Contractors, Cleaner | Airborne | Droplets in enclosed areas caused by coughs and sneezes  Hirings involving public speakers can increase airborne droplets therefore not allowed in accordance with government guidance unless appropriate measures e.g. screens, in place. Similarly, singing not permitted. | Groups restricted in numbers according to Government guidelines (maximum number 25 for EVH).  Ventilate main hall, open windows and doors, and maintain social distancing according to Government guidelines. Use of facial coverings where appropriate/required. Air-blown heaters to be turned-off, with notices placed advising Hirers that they should not be used.  Any report of possible use of hall by infected person to be immediately actioned by hall closure. Hirers to immediately notify hall bookings secretary. | EVH directs all users via Risk Assessment/Covid-19 Conditions of Use |
| Covid-19 | Trustees, Volunteers, Contractors, Cleaner | Personal contamination | Entrance area, queuing causing a potential pinch point  Close contact in confined areas, where social distancing would be difficult or impossible, specifically hallway, toilets and Committee Room  Access to equipment in storage area(s) causes a possible pinch point  Hand hygiene  Toilet areas  Hand washing  Curtains and other items not easily cleaned between use | Marking indicating social distances near entrance based on government guidelines, enabling users to enter and exit singly and socially distanced.  Display a notice to advise users to use a one way system for hallway. Male/Female toilets closed for all - multi-access bathroom only to be used. User risk assessment to specify control of numbers accessing hallway for toilets. Committee Room to remain closed.  Hirers to use own equipment, User risk assessment to specify management of all equipment to facilitate ease of use and social distancing.  Provide hand sanitizer dispensers at entrance, hallway, toilet(s) and kitchens (for when in use)  Accessible toilet only in use ensuring “single use”. One bin in place for disposable tissues. Notice stating cleaning instructions following use.    Notice to instruct users on 20 second hand washing in toilet area. Hand tissues, bins and bags to be provided for rubbish removal.  Removed and stored to avoid cross-contamination. | EVH |
| Covid-19 infection, cross contamination | Trustees, Volunteers, Contractors,  All Hirers | Contamination of surfaces | Key, key-pad, switches, sockets in all areas,  Table surfaces and legs, chair metal surfaces, trolleys, all equipment used. All door handles, window handles  Toilet handles, wash basins, taps, seats and associated surfaces.  Kitchen surfaces, sinks, taps, electrical appliances. | Wipe with cloth before and after use  Clean all metal surfaces with suitable cleaning materials before and after use. The normal fabric-covered chairs will be taken out of use (and an appropriate notice displayed). Plastic chairs will be provided, but must be cleaned thoroughly by the Hirers before/after use.  Clean with suitable cleaning materials before and after use  Kitchen not to be used until further notice | All Users. Cleaning materials supplied by EVH. All used cleaning items to be bagged and removed by users. |
| Covid-19 droplets | Trustees, Volunteers, Contractors, | Airborne | Droplets in enclosed areas caused by coughs and sneezes  Hirings involving public speakers can increase airborne droplets therefore not allowed in accordance with government guidance unless appropriate measures e.g. screens, in place. Similarly, singing not permitted. | Groups restricted in numbers and maintain social distancing, both according to Government guidelines. Maximum number of users is 25 although this may need to be reduced to maintain social distancing depending upon the activity.  Ventilate main hall, open windows and doors where practicable. Use masks (to be provided by Hirers) as per Government guidance.  Any users showing signs of Covid-19 must not attend in line with Government guidelines, and must leave immediately if symptoms develop whilst using the hall. The Committee Room has been designated in case an individual needs treatment prior to leaving the hall (including provision of a COVID-19 first aid kit).  Any symptoms experienced within 7 days must be reported in line with Health guidelines and must be reported immediately to the EVH bookings secretary. | All Users |
| Covid-19 | All Hirers | Personal contamination | Entrance/exit area, queuing causing a potential pinch point (likewise on leaving hall)  Close contact in confined areas, where social distancing would be difficult or impossible, specifically hallway, toilets and Committee Room  Use/numbers in groups using hall  Frequent hand washing  Hand hygiene  Covid-19 infection  Rubbish removal | Enter hall singly and socially distanced. Users to follow one-way system on entering/leaving hall. Hirers may, depending on numbers, leave the hall by the back doors (Hirer to secure back door before leaving themselves through the normal entrance/exit).  Users to follow one-way system when using toilet.  Use of hall/numbers must conform to Government guidelines in all respects. Maximum number of users is 25 although this may need to be reduced to maintain social distancing depending upon the activity.  Comply with 20 second hand washing instructions in toilet area  Use hand sanitizers located throughout, including entry to and exit from hall (Sanitizers must be used upon entry to hall).  If any user of the hall subsequently tests positive within 7 days, the hirer must immediately inform the EVH bookings secretary by telephone in addition to conforming with relevant health procedures.  All used hygiene materials to be bagged and taken away from the hall by the Hirers. | All Users. Bags to be provided by the Hirer (although bags will also be made available by EVH). |