

ST MARY`S BAY VILLAGE HALL

Jefferstone Lane, St Mary's Bay,
Romney Marsh, Kent, TN29 0SW

COVID-19 Risk Assessment **to be completed by all hirers of Village Hall before hire is agreed.**

Proposed hirer/organisation:

Proposed purpose of hire:

Please circle which parts of the building you intend to use: Main Hall Annexe Committee Room Foyer

Please note: The Village Hall Committee have a Covid 19 Protocol and a response team including paid cleaning staff who can respond to emergencies. Hirers are advised to contact the Covid 19 Co-ordinator on 07549 146 845 if a user falls ill with Covid 19 symptoms or if the isolations room are ever used. No Food is allowed as each Kitchen area has been turned into an Isolation Room should it be needed. Each Isolation Room has a Covid 19 First Aid Box and the Covid 19 Co-ordinator should also be contacted on the above number if the contents of the First Aid Box are used:

Hirers of the Hall, Annexe and Committee Room should also make their attendees, members and users aware that they should not attend the premises if they have symptoms of Covid or are self-isolating due to symptoms in their household.

Hirers NHS Track and Trace contact details:

Name and address of the hirer completing this assessment:

Date completed:

Day and times of Hire

Area of Risk	Risk identified by Hirer	Actions Hirer is taking to mitigate risk	Notes
Cleanliness of hall and equipment on arrival	Unsure if other hirers or hall cleaner have not cleaned hall or equipment to standard required.	We will need to check with the halls Covid 19 co-ordinator prior to arrival that the hall is available for use.	<p>NB: The hall has a response team including paid cleaning staff who can respond to emergencies and who will also clean the premises ready for the first user of the day and between sessions.</p> <p>Anything else you (the Hirer) want to add</p>
Cleanliness of hall and equipment at end of your hire	Other hirers may leave the hall or equipment without cleaning.		<p>You may bring your own equipment or use what is provided.</p> <p>Please describe what cleaning you will do at the end of your hire ?</p> <p>Will you be cleaning your own equipment before putting it away ?</p> <p>NOTE: 1. Any tables that are used to be left out and any chairs are to be left stacked for the response team to clean and deal with.</p> <p>Note: 2. Any PPE and Covid waste is to be double bagged and placed in the bins provided before you leave the premises</p>
Managing Social distancing	Groups of people gathering in the car park; people not being prepared to wait and expecting to get straight in to the hall instead of queuing.		<p>How will you manage people queuing to get into the hall?</p> <p>How many members of the public will be allowed in at any one time?</p>

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Managing Social distancing	Groups of people gathering in the car park; people not being prepared to wait and expecting to get straight in to the hall instead of queuing.		<p>Will you be recommending to your attendees, members and users to stagger their arrival to avoid crowding at the entrance ?</p> <p>How many helpers will keep social distancing and how will they prevent groups forming and manage any parking/traffic flow,</p> <p>What PPE will your helpers be wearing? How will you manage pinch points (eg doors from foyer into hall; exit door)</p>
Managing Social distancing; especially for people attending who may be vulnerable	People do not maintain 2 m social distancing in the hall		<p>Please describe what actions you will be taking during your hire to comply with social distancing in the building:</p> <p>What practices do you have in place to consider vulnerable people (e.g. 70+) such as staggered arrival times and queueing for toilets etc</p> <p>You will need to take attendees, members and users names and contact details for NHS Track and Trace Attendance purposes and ask them not to attend if unwell.</p> <p>You will need to supply our own PPE and make it available to helpers and attendees as required.</p> <p>Is there any specific government or other guidance relating to your activity which must be followed ?</p>

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			<p>Will you ensure as far as possible any persons coming into the premises comply with social distancing and use a one-way system.</p> <p>Will you also be reminding attendees, members and users throughout the session of any signage, point it out to anyone coming into the hall due to your hire.</p> <p>Will you be supervising vulnerable attendees, members and users queueing outside the toilets and building as required?</p>
<p>Managing social distancing: layout/stallholders/users etc</p>	<p>Maintaining distance</p>		<p>Please attach a diagram showing the layout of how many stalls/tables/chairs you intend to use in the hall/annexe and committee room. Govt guidance suggests side by side or back to back working.</p> <p>How will you try to minimise face to face contact between any stallholder and customer?</p> <p>Will you be requiring all stallholders to wear a face covering? Will you be requiring helpers to wear a face covering ? What about attendees to your event ?</p>

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Respiratory hygiene	Transmission to other members of group		<p>There will be hand sanitiser on site but remember to bring your own supply of tissues, bags and hand sanitiser. Will you be doing so ?</p> <p>Are you going to provide bags, tissues and wipes and tell members and visitors to <u>"Catch It, Bin It, Kill It"</u> asking all to dispose of used tissues into the rubbish bags provided ?</p> <p>Will you be reminding everyone to use hand sanitiser and to wash their hands ? Will you tell everyone to bring their own hand sanitiser and face coverings if they so wish ?</p> <p>Will you be reminding attendees, members and users to abide by their obligations to wear face coverings, subject to any applicable exemptions – yes or no ?</p> <p>Remember to bag all your rubbish in the ones you provide and dispose of them in the bins provided before you leave.</p>
Hand cleanliness	Transmission to other members of group and premises		<p>Will you be asking everyone in your group to wash their hands regularly using soap and paper towels and to use the hand sanitiser and use it on entering and exiting the hall, to wash hands regularly using soap and paper towels?.</p>

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Toilets	Transmission to toilet users		<p>The toilets have sliding signs indicating their usage and require a one in one out approach to entering. (NB one of the male and female cubicles is closed off. As well as several urinals in order to maintain social distancing in the gents.</p> <p>Describe how will you ensure this requirement is complied with.</p> <p>Will you control numbers using the toilets by reminding those accessing them to do so at one time, and in accordance with the sliding signs displayed on the outside of the doors.</p> <p>Will you also pay attention to your vulnerable attendees, members and users to assist them with queueing as required.</p>
Noise	Transmission of droplets by shouting		Describe what steps you will be taking to prevent shouting or other activity that risks projecting droplets.
Someone falls ill with COVID19 symptoms	Transmission to other members of group and premises	You must move them to the Isolation room, obtain medical help as necessary and immediately contact the halls Covid 19 coordinator and assist with any NHS track and trace requirements.	Will you be providing a lead contact name and contact details, and also keep a separate register of attendees, members and users telling them their details will be kept for 21 days for the purposes of NHS track and trace ?

