

St Mary`s Bay Village Hall

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

COVID-19 Risk Assessment for the re-opening of St Mary`s Bay Village Hall

The Government has laid out Covid-19 recovery plans and they are contingent on the "R" rate of COVID-19 infection not increasing. The "R" rate may be adjusted or rescinded either nationally or, possibly, in certain parts of the country in the light of the situation.

Public buildings have been allowed to open from 4th July and guidance from the Ministry for Housing, Communities, and Local Government (MHCLG) has been published by for the safe use of multi-purpose community facilities which makes clear that: *"each community facility should apply relevant guidance listed, locally, depending on circumstances including size, type of activities, users and how it is organised, operated, managed and regulated"*.

The **COVID-19 Secure Guidelines:** have been published and the Village Hall Management Committee wish to make existing and future hirers, users and staff to be aware that the following 5 key points which apply to the premises. These underpin the COVID Secure status and this Risk Assessment and arrangements reflect them including, existing and future use of the village hall and associated premises :

- **Minimise contact with individuals who are unwell:** **Nobody** should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.
- **Clean hands often:** Sanitiser or soap and water will be provided at entry and exit points, sanitiser and/or running water, soap and paper towels or hot air driers will be in toilets and kitchens.
- **Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. A **"Catch it, Bin it, Kill it"** poster is displayed on the premises.
- **Regular cleaning of surfaces that are touched frequently:** including door and window, handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces, fire escape doors and light and other switches. Ordinary domestic products can be used.
- **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and groups of up to 2 households where possible and, where not possible, 1 metre plus other mitigation measures.

This document lists the identified risks of re-opening the St Mary`s Bay Village Hall during the Covid-19 pandemic and the actions taken by the management committee to mitigate them. This should be read in conjunction with latest Government Advice regarding Covid-19. This document relates to declaring St Mary`s Bay Village Hall a Covid-19 Safe workplace and a Covid-19 secure venue for hire. All hirers are advised to separately assess the risks of their activity and the risks to their own participants from the use of the hall.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
------------------------	-----------------	----------------------------------	-------

St Mary`s Bay Village Hall comprises of a Main Hall, including a stage and has an attached Annexe and a separate Committee Room, each has a kitchen and a separate toilet block attached. In addition, the premises also have an entrance foyer and doors to the side of same which also give access to the Annexe and Committee Rooms. These doors also act as Fire Exits as do the doors situated to the rear of the building. St Mary in the Marsh Parish Council has a separate office at the rear of the village hall which has its own separate entrance.

This Covid 19 Risk Assessment for the reopening St Mary`s Bay Village Hall has involved consultation with the management committee, paid staff and volunteers, including those who are vulnerable. This risk assessment will also be published on the village halls website, and a copy will be provided to all current organisations and future hirers of the hall. It will also be regularly reviewed.

This risk assessment comprises the content of this document and includes the following attachments:

- Appendix 1. NHS Track and Trace Register
- Appendix 2. Notes on Cleaning of the Hall and Hygiene on Re-opening
- Appendix 3 Covid 19 Treatment Plan
- Appendix 4. Covid 19 First Aid Box
- Appendix 5. Village Hall Hire Agreement
- Appendix 6. Special Conditions of Hire during COVID 19
- Appendix 7. Help keep this Hall Covid Safe Poster for Hirers
- Appendix 8. Hirers Covid 19 Risk Assessment
- Appendix 9. Covid-19 Secure Poster for Village Hall
- Appendix 10. Catch it Kill It Bin It Poster
- Appendix 11 Staying Covid 19 Secure Poster

Please note: The Village Hall Management Committee have a Covid-19 Protocol and Covid-19 Co-ordinator including a response team, comprising of paid cleaning staff and others who can respond to emergencies. The Covid Co-Ordinator must immediately be informed if a Person falls ill with Covid while on the premises; and or if any of the isolation rooms have been used. The Covid coordinator will also inform and liaise with the Parish Council, other hirers and anyone else who may be affected by use of isolation rooms and or activation of the NHS track and Trace Service as the case may be.

Risk Assessment completed by Tony Cooper and approved by the Village Hall Management Committee August 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p data-bbox="107 201 390 266">The Following Groups and Individuals</p> <p data-bbox="107 306 258 339">Contractors</p> <p data-bbox="107 380 191 412">Hirers</p> <p data-bbox="107 453 401 485">Members of the Public</p> <p data-bbox="107 526 373 656">Members, Staff and visitors of St Mary in the Marsh Parish Council</p> <p data-bbox="107 696 348 729">Occasional visitors</p> <p data-bbox="107 769 380 834">Village Hall Staff and committee members</p> <p data-bbox="107 875 247 907">Volunteers</p> <p data-bbox="107 948 352 1078">Anyone else not mentioned as an individual or in the above groups</p>	<p data-bbox="449 201 842 412">All visitors, hirers, elderly or vulnerable people and other members of the public exposed to the virus and those carrying it or being unaware of carrying the virus</p> <p data-bbox="449 453 842 761">Contractors, staff or volunteers carrying out supervision, cleaning, caretaking or any other internal maintenance tasks or security duties could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p data-bbox="449 802 842 932">People exposed to virus when: touching and/or cleaning surfaces infected by people carrying the virus.</p> <p data-bbox="449 980 842 1078">Disposing of rubbish containing tissues and cleaning cloths.</p> <p data-bbox="449 1127 842 1224">Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p data-bbox="449 1273 842 1370">Occasional delivery, postal and maintenance workers and other occasional visitors.</p>	<p data-bbox="869 201 1388 380">Place hand sanitiser and put notices at every entrance/exit showing what is expected of users. Display the "Catch It, Bin It, Kill It" poster and posters encouraging frequent handwashing.</p> <p data-bbox="869 412 1226 444">Wearing of Face Coverings.</p> <p data-bbox="869 485 1415 761">Face coverings are required to be worn inside village and community halls, Trustees and staff are not able to enforce wearing face coverings. However, hirers are required to encourage those attending their activities to do so and/or to comply with the relevant guidance for their sector.</p> <p data-bbox="869 802 1415 1013">Village Hall Management Committee (VHMC) to appoint a Covid-19 Co-ordinator from among themselves and adopt and publish a Covid-19 protocol. Special conditions of hire during Covid-19 will also need to be drawn up.</p> <p data-bbox="869 1045 1415 1143">Arrangements to be made to record visitors' details for NHS Track and Trace purposes.</p> <p data-bbox="869 1192 1415 1386">St Mary in the Marsh Parish Council have an office at the hall and a separate entrance at the rear of the building. The council and are asked to encourage its members, staff and visitors to use it in order to minimise risk.</p>	<p data-bbox="1436 201 1955 298">Stay at home if unwell guidance to be posted at entrances to the Main Hall, Annexe and Committee Room.</p> <p data-bbox="1436 380 1955 818">The requirement for people to wear a face covering may help people feel more comfortable about attending activities. But there may be circumstances where it does not appear appropriate, for example, unless the person is covered under a 'reasonable excuse'. This could be, for example, a gym class, if they need to drink something, or if they have a health or disability reason to not wear one.</p> <p data-bbox="1436 867 1955 1208">A common sense risk assessment approach will indicate that where people are working at or visiting the hall on their own , or in a separate area, they may not need to wear a face covering, for example, behind a screen, the Parish Council office, cleaning or carrying out maintenance work, fire safety checks etc subject to achieving social distancing.</p> <p data-bbox="1436 1256 1955 1386">The Covid-19 Co-ordinator's details will be published, as well as special conditions of hire to be supplemented to the existing conditions of hire.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>The Following Groups and Individuals</p> <p>Contractors</p> <p>Hirers</p> <p>Members of the Public</p> <p>Members, Staff and visitors of St Mary in the Marsh Parish Council</p> <p>Occasional visitors</p> <p>Village Hall Staff and committee members</p> <p>Volunteers</p> <p>Anyone else not mentioned as an individual or in the above groups</p>	<p>All visitors, hirers, elderly or vulnerable people and other members of the public exposed to the virus and those carrying it or being unaware of carrying the virus</p> <p>Contractors, staff or volunteers carrying out supervision, cleaning, caretaking or any other internal maintenance tasks or security duties could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>People exposed to virus when: touching and/or cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional delivery, postal and maintenance workers and other occasional visitors.</p>	<p>Notes on cleaning of the hall, hygiene and frequently touched surfaces to be drawn up and given to the staff who will also provide and replace hand sanitiser at every entrance/exit and in meeting rooms for hirers and visitors to use.</p> <p>Outside contractors are to be told to provide and use their own protective overalls, plastic or rubber gloves and masks.</p> <p>Staff & volunteers to be provided with protective overalls, plastic or rubber gloves and optional face masks and/or visors. Disposable gloves will only be required if cleaning after a suspected case.</p> <p>Post guidance for Response Team & Hirers on how to clean the hall:</p> <ul style="list-style-type: none"> - before, after and during hire session - in the event deep cleaning is required. <p>Any outside contractors to provide their own PPE for use in the event deep cleaning is required but cannot be carried out by the response team.</p>	<p>All groups and Hirers to be asked to assist NHS Test and Trace by keeping a temporary record of who attends for 21 days and to provide that data to NHS Test and Trace if needed. A separate sign in register will be maintained of village hall staff and volunteers.</p> <p>The parish council is expected to make its own arrangements for NHS Track and Trace, however, both the village hall committee and parish council are expected to work together through the Covid 19 Co-ordinator on either having to use the isolation rooms and or implement the track and trace service in order to reduce the risk of any contamination from their respective visitors etc.</p> <p>All surfaces which are frequently touched should be cleaned regularly by response team using standard cleaning products.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p data-bbox="107 272 390 337">The Following Groups and Individuals</p> <p data-bbox="107 412 258 440">Contractors</p> <p data-bbox="107 483 191 511">Hirers</p> <p data-bbox="107 555 401 583">Members of the Public</p> <p data-bbox="107 626 373 760">Members, Staff and visitors of St Mary in the Marsh Parish Council</p> <p data-bbox="107 803 348 831">Occasional visitors</p> <p data-bbox="107 875 380 935">Village Hall Staff and committee members</p> <p data-bbox="107 979 247 1006">Volunteers</p> <p data-bbox="107 1050 352 1183">Anyone else not mentioned as an individual or in the above groups</p>	<p data-bbox="449 272 842 480">All visitors, hirers, elderly or vulnerable people and other members of the public exposed to the virus and those carrying it or being unaware of carrying the virus</p> <p data-bbox="449 524 842 831">Contractors, staff or volunteers carrying out supervision, cleaning, caretaking or any other internal maintenance tasks or security duties could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p data-bbox="449 875 842 1008">People exposed to virus when: touching and/or cleaning surfaces infected by people carrying the virus.</p> <p data-bbox="449 1052 842 1153">Disposing of rubbish containing tissues and cleaning cloths.</p> <p data-bbox="449 1196 842 1297">Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p data-bbox="449 1341 842 1442">Occasional delivery, postal and maintenance workers and other occasional visitors.</p>	<p data-bbox="863 272 1325 337">Examples of guidance for cleaning: Before and after hire session:</p> <p data-bbox="863 381 1409 446">Clean all surfaces and handles likely to be touched, including toilets.</p> <p data-bbox="863 490 1409 591">Cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p> <p data-bbox="863 634 1409 735">Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p> <p data-bbox="863 779 1325 844">Examples of guidance for cleaning: During hire session:</p> <p data-bbox="863 904 1409 976">Government guidance to be followed in the event deep cleaning is required.</p> <p data-bbox="863 1019 1409 1153">The Guidance will also be posted in each of the Isolation Rooms together with the respective Covid-19 Treatment Plan and First Aid Box.</p> <p data-bbox="863 1196 1409 1261">All PPE and Covid 19 waste will be double bagged.</p> <p data-bbox="863 1305 1409 1370">Anyone cleaning hall is advised to wash outer clothes after cleaning duties.</p>	

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Elderly or Vulnerable people.</p> <p>Wheelchair users and people with mobility impairments.</p>	<p>Visitors, hirers, elderly or vulnerable people and members of the public exposed to the virus.</p> <p>Contractors, staff or volunteers carrying out supervision, cleaning, caretaking or any other internal maintenance tasks or security duties could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>People exposed to virus when: touching and/or cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional delivery drivers, postal workers, occasional maintenance workers and</p>	<p>Use of Face Coverings.</p> <p>People in the vulnerable category are advised not to attend the hall until the risk of the pandemic has subsided and/or otherwise use social distancing when the restrictions are further relaxed or completely lifted for this group.</p> <p>All Hirers will be asked to complete a risk assessment including actions to be taken to mitigate the risk of vulnerable people attending their activity or event.</p> <p>People in the vulnerability category also include patrons with mobility impairments and wheelchair users. They will be asked to stay close to or next to exits and wide spaces to help with evacuation in the event of any fire or emergency evacuation.</p> <p>Regularly review the situation with staff, volunteers or hirers over 70, to identify if the supply of protective clothing and cleaning surfaces before they work and help at the hall is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with visitors, the parish council,</p>	<p>The law requires people to wear a face covering in indoor places where social distancing may be difficult and where they will meet people they do not normally meet unless they are exempt or have a reasonable excuse not to do so or government guidance applies to the activity. Hirers will be asked to encourage all those attending their activity to wear a face covering unless an exemption or reasonable excuse or other government guidance applies to the activity in question.</p> <p>The Covid 19 coordinator, staff and the parish council will need to be warned 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 individual agrees it can be shared.</p> <p>The Covid 19 coordinator will inform and liaise with any other hirers and the parish council who may be affected by any person with Covid 19 diagnosis who has been on the premises.</p> <p>It is important people know they can</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	other occasional visitors not covered above.	contractors, hirers, staff and volunteers regularly to see if the arrangements are working.	raise concerns.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Car Park</p> <p>Exterior paths</p> <p>Exterior areas</p>	<p>People congregate at entrances and windows reading notices etc before entering the premises.</p> <p>Social distancing is not observed as people congregate before entering the premises.</p> <p>People entering and exiting the rear of the stage through doors and stairs at the rear of the hall.</p> <p>People drop tissues or litter outside hall.</p>	<p>Prominent sign asking people to maintain social distancing by entrance.</p> <p>Hirers to inform users of the hall not to cluster around the entrances when waiting for the hall to open.</p> <p>The outside exit handrail and steps to the rear of the stage will be cleaned daily and between bookings. As will the handrails and tops of the wooden posts at the front of the building.</p> <p>The Response Team to regularly check area outside doors, paths and areas for rubbish which might be contaminated, e.g. tissues, face coverings etc at the start of each day, between bookings and before the arrival of hirers and users.</p> <p>Wear plastic gloves and remove into double bagged bag or container.</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>While a booking system is not yet required for large events, but hirers may wish to consider them if a first come first served basis doesn't deal with any capacity issues.</p> <p>Ordinary litter collection arrangements will remain in place and be regularly carried out throughout the day and be reviewed on a regular basis with staff.</p> <p>Keep this Hall Covid Secure, Catch it kill it bin it and Staying Covid Secure Posters to be displayed</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>The Foyer</p> <p>Entrance hall</p> <p>The Annexe</p> <p>The Committee Room</p>	<p>Lack of face covering.</p> <p>Hand rails at entrance to the Foyer.</p> <p>Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Use of face coverings.</p> <p>Hand sanitiser to be provided by all entrances to the hall for people to use as they arrive and leave.</p> <p>Hirer’s to request a staggered arrival from hall users if they anticipate a busy event. All outside hand rails and cabinets are to be included in daily cleaning routines.</p> <p>All Hirers are to be asked to remind and encourage their attendees to wear a face covering unless their exempt from or have a reasonable excuse for removing it as part of special terms and conditions of hire during Covid-19.</p> <p>A sign to be placed at the entrance to the premises, including the Annexe and the Committee Room to advise people not to attend if they feel unwell or if they or a member of their household is self-isolating. Including Signage to encourage people to maintain 2m Social distance</p> <p>Door handles, window catches and light switches and frequently touched surfaces to be cleaned regularly.</p> <p>If users require hand sanitiser of their own it should be provided by hirer of session or by individuals themselves.</p>	<p>The law requires people to wear a face covering in indoor places where social distancing may be difficult and where they will meet people they do not normally meet unless they are exempt or have a reasonable excuse not to do so or government guidance applies to the activity. Hirers will be asked to encourage all those attending their activity to wear a face covering unless an exemption or reasonable excuse or other government guidance applies to the activity in question.</p> <p>Hand sanitiser needs to be checked daily and between each booking and replenished as appropriate.</p> <p>The VHMC as an employer, has considered the use of face coverings with its staff and its volunteers where appropriate, and where other mitigations are not put in place in line with Covid-19 secure guidelines, they have been asked to comply with their obligations.</p> <p>In case of emergency it is important to prioritise safety: In the event of fire or accident people do not have to stay 2m apart if it would be unsafe to do so.</p> <p>Provide more bins, in each location and regularly empty them.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>The Main Hall</p>	<p>Hall activities may increase potential virus transmission through person to person contact.</p> <p>Virus may be left on surfaces within the hall</p> <p>Virus droplets in the air</p> <p>Commemorative cabinets, photos, displays and awards</p> <p>Live Bands, concerts and other live performances.</p> <p>Celebratory events</p> <p>Children's Parties</p>	<p>Hirers to be reminded of their obligations to remind their users regarding the use of face coverings.</p> <p>All activities in the hall should have their own documented risk assessment, with attention paid to how social distancing will be maintained.</p> <p>The maximum number of people allowed in the hall, allowing for social distancing, is dependent upon the activity in question, any mitigation measures and will be discussed and agreed with each individual hirer.</p> <p>Some activities, which involve lots of equipment or tables may require a lower maximum limit. This will be agreed in the activity's individual risk assessment.</p> <p>Hirers to keep hall well ventilated by opening doors or windows as appropriate where possible and ensuring they are closed before leaving the hall.</p> <p>Hirers will be told what to do regarding keeping the hall ventilated during the Autumn and Winter.</p> <p>Window curtains should be set at the beginning of a session by the hirer and only touched by the hirer, who should</p>	<p>The law requires people to wear a face covering in indoor places where social distancing may be difficult and where they will meet people they do not normally meet unless they are exempt or have a reasonable excuse not to do so or government guidance applies to the activity. Hirers will be asked to encourage all those attending their activity to wear a face covering unless an exemption or reasonable excuse or other government guidance applies to the activity in question.</p> <p>Each Hirer should complete a risk assessment and one is available at Appendix 8 to this pre-opening risk assessment, assistance will be given to complete it if required.</p> <p>Note we have decided not to mark out 2 metre distance lines inside of the hall as the surface doesn't lend itself to that sort of marking given the various nature and variety of activities its used for and queues inside the hall are very rare anyway).</p> <p>Social distancing mitigations will be discussed and put in place with each hirer at time of their booking and as per risk assessment.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>The Main Hall</p>	<p>Hall activities may increase potential virus transmission through person to person contact.</p> <p>Virus may be left on surfaces within the hall.</p> <p>Virus droplets in the air</p> <p>Commemorative cabinets, photos, displays and awards.</p> <p>Live Bands, concerts and other live performances.</p> <p>Celebratory events.</p> <p>Children’s Parties.</p>	<p>then wash their hands.</p> <p>Hirers of the hall should be told that frequently used surfaces have been cleaned, but as always, they should wash hands regularly and avoid touching their face.</p> <p>Hirers are reminded to inform their members and visitors etc of their obligations relating to the wearing of face coverings while enter, using and leaving the premises subject to exemptions within the legislation.</p> <p>Hirers to be encouraged to ask their groups etc to wash and/or sanitise hands regularly.</p> <p>20 second hand wash posters to be placed in all toilets.</p> <p>Users should also respect any one-way routes and other instructions including, supervising any queues to the toilets making sure social distancing is respected, especially for those who are vulnerable.</p> <p>A schedule of cleaning will be published, and the response team will also clean the sliding doors between the main hall and the annexe daily and between bookings.</p>	<p>Consider removing or tying back window and door curtains and any other items which are more difficult to clean and likely to be touched by the public e.g. Stage Curtains.</p> <p>Items and frequently touched surfaces to be cleaned: Door handles, Light switches, Window catches, Tables, Chairs Sound Equipment Sound Table Deck/Amplifier Projector screen (if used) Stage hand rails</p> <p>Note: Microphones will be provided with a supply of disposable covers</p> <p>No Air Conditioning and dry air heaters will be allowed to be used at this time, however, this will be reviewed in the autumn and winter and acted upon and considering changes in government advice. No heating or air conditioning is to be used until then.</p> <p>Additionally, the hall will be cleaned after and between each booking or session of the hall including the glass</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>The Main Hall</p>	<p>Live Bands, concerts and performing arts performances etc</p> <p>Celebratory events</p> <p>Children’s Parties</p>	<p>For bookings of live bands etc please see the notes to the right</p> <p>For Celebratory event bookings please see notes to the right</p> <p>For bookings of children’s parties please see notes to the right</p>	<p>door which separates the hall from the annexe.</p> <p>The booking and performance of live bands, concerts and other live music or other performances, including practices are subject to the applicable government guidance for the activity in question.</p> <p>A risk assessment will also need to be completed paying attention to mitigations including, social distancing, safety, cleaning and other arrangements to be considered or made. No booking for events and activities such as this will be confirmed unless accompanied with a satisfactory risk assessment which is to be confirmed by a representative of the Village Hall Management Committee.</p> <p>Requests to hold Celebratory events are subject to the applicable government guidance for the activity in question and the prior approval of the VHMC including, a satisfactory risk assessment addressing the contents of the above paragraphs as appropriate, before any bookings are confirmed.</p> <p>Please see above. Any bookings will need to consider social distancing, time and location of hire and nature of</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
			<p>activities being undertaken by other hirers in the building at the same time, and satisfactory cleaning arrangements being confirmed.</p>
<p>Isolation Rooms and Kitchens (when appropriate)</p>	<p>Kitchens/Isolation Rooms</p> <p>Social distancing more difficult.</p> <p>Contact with surfaces and equipment more frequent.</p>	<p>Hirers are to be told the kitchens adjacent to the Annexe and the one in the Committee Room are now closed and are now designated isolation rooms only, with no food preparation or serviced allowed.</p> <p>Notice to be placed on Door to say, "Isolation Only".</p> <p>Hirers to be told at time of booking to immediately contact the Covid 19 coordinator on the number in the Covid 19 Treatment Plan, First Aid Box and their risk assessment cover – should any user or participant fall ill with Covid or uses the isolation room, so any necessary decisions can be made for the response team to thoroughly clean the premises and/ or for the hall to be closed as appropriate.</p> <p>Hand sanitiser, soap and paper towels to be provided. Anyone using the isolation rooms must be told they MUST get a COVIC-19 antigen test.</p> <p>The following Posters to be prominently displayed in all isolation rooms.</p>	<p>The (new) isolation room/s will be relocated and publicised appropriately once the kitchens can reopen for use by Hirers and others including the parish council, visitors and others. Meanwhile no Food is to be served or consumed before, during or after activities and events. Hirers are encouraged to ask their participants to bring their own Drinks for the time being.</p> <p>Cleaning materials to be made available in clearly identified location, e.g. a box on one of the Isolation Rooms surfaces, regularly checked and re-stocked as necessary by the cleaning team.</p> <p>The Isolation Rooms will be cleaned and sanitised daily including the cleaning of all regularly touched surfaces, namely, chairs, and cupboards. Door and window handles including door jambs and lintels. Skirting boards to be wiped and the floors are to be cleaned daily.</p> <p>Additional items to be cleaned include: Light switches Working surfaces Sinks</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
		<ul style="list-style-type: none"> - Covid 19 Treatment Plan. - Covid 19 First Aid Box. - PHE Cleaning regime - <p>Maximum of 2 people to be allowed in the Isolation Room at any one time.</p>	<p>Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker And any other surface not listed.</p>
Upholstered seating	Virus may remain on fabric, posing a danger to users.	The Red cushioned chairs will be removed from use and placed in storage with a sign to explain that they have not been cleaned and should not be used.	Virus may remain on fabric which cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them. A special sanitiser between booking will be used to clean other upholstery, fabric and curtains and will be reviewed.
Storage Rooms (furniture/equipment)	<p>Social distancing more difficult.</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	<p>Hirer to clean equipment required before, during and after use.</p> <p>Hirer to control accessing and stowing equipment to encourage social distancing</p>	A common sense approach is to be adopted over this.
Stage	<p>Curtains</p> <p>Social distancing</p> <p>Lighting and sound controls</p>	<p>Area to rear of committee room leading to the back of the stage to be cleaned daily, including stairs, switches and handles etc</p> <p>Tie backstage and other curtains in the hall and place signs to say that they should not be touched.</p> <p>Disposable Microphone covers to be</p>	<p>The Stage will be out of bounds unless agreed essential or needed for the activity in question as per the risk assessment for activity in question.</p> <p>Live performances on the use of the stage will be subject to a thorough risk assessment and the agreement of the village hall management committee – please see comments on page 11</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
		<p>used. And disposed of after use.</p> <p>Social distancing measures to be considered and addressed by hirers using the stage which also includes safety of the audience.</p>	<p>above.</p>
<p>The Committee Room</p>	<p>Cleaners, Contractors, Hirers, Occasional visitors' Staff and volunteers of the village hall</p> <p>Members and staff of St Mary in the Marsh Parish Council and parish council attendees.</p> <p>Anyone else not listed above</p>	<p>The maximum number of people allowed in the committee room, allowing for social distancing, is dependent upon the activity in question, any mitigation measures and should be discussed and agreed with each individual hirer.</p> <p>As per the above for each of the identified areas which are applicable to the committee room, namely,</p> <ul style="list-style-type: none"> - Use of face coverings - The entrance - Toilets - Curtains and Seating - The isolation room 	<p>Please read this whole document and refer to all the comments, observations and notes in each of the respective columns of this risk assessment and appendixes which relates to each identifiable area which are applicable, and which applies to the committee room including, the use of face coverings and the running of taps 5 minutes weekly to reduce risk of legionella.</p>
<p>The Annexe</p>	<p>Cleaners, Committee members, Contractors, hirers, Occasional visitors' Staff and volunteers of the village hall</p> <p>Members and staff of St Mary</p>	<p>The maximum number of people allowed in the annexe, allowing for social distancing, is dependent upon the activity in question, any mitigation measures and should be discussed and agreed with each individual hirer.</p> <p>As per the above for each of the identified areas which are applicable to</p>	<p>Please read this whole document and refer to all the comments, observations and notes in each of the respective columns of this risk assessment and appendixes which relates to each identifiable area which are applicable, and which applies to the annexe including, the use of face coverings and the running of taps 5 minutes weekly to</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	<p>in the Marsh Parish Council and parish council attendees.</p> <p>Anyone else not listed above.</p>	<p>the Annexe, namely,</p> <ul style="list-style-type: none"> - Face Coverings - The Entrance - Toilets - Curtains and Seating - isolation room 	<p>reduce risk of legionella.</p>
<p>St Mary in the Marsh Parish Council Office</p>	<p>Legionella</p> <p>The Parish Clerk, contractors, members and visitors to the Parish Council Offices;</p> <p>Access to Toilet Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Lack of social distancing</p>	<p>All taps within each of the kitchens and toilets on the premises are to be run for a minimum of 5 minutes every week.</p> <p>The parish council will be notified by the VHM Covid 19 coordinator of the use of any isolation room and confirm the patient has been informed they MUST get a COVID-19 antigen test.</p> <p>Use the sliding Vacant/Engaged notices on all outer toilet doors.</p> <p>Response Team to clean all surfaces etc after any events and at the start of every day before the Parish Clerk, visitors and the public arrive.</p> <p>Signage to remind people to maintain social distancing</p> <p>Parish Council to consider any arrangements at the entrance to its office for the provision of hand sanitiser for the use of its staff, members and visitors</p>	<p>Please read the whole of this document and refer to the observations and notes in each of the respective columns of this risk assessment which relates to each identifiable area that are applicable to the use of the premises by the parish council, its members, staff and visitors including, the comments on the use of face coverings as appropriate.</p> <p>Additionally;</p> <p>The village hall Covid-19 coordinator should be the point of contact and will also liaise with the council should NHS track and trace have to be activated by either party or any isolation room be used.</p> <p>A log on the outer toilet door should be endorsed to indicate that the toilet has been cleaned.</p> <p>The parish council is encouraged to ask its staff to bring their own food and drink for the time being as the Kitchen</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>St Mary in the Marsh Parish Council Office</p>	<p>The Parish Clerk, contractors, members and visitors to the Parish Council Offices;</p> <p>Access to Toilet Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Lack of social distancing</p>		<p>adjacent to the parish council is closed to all and needed for isolation purposes, as and when necessary.</p> <p>A copy of this Risk Assessment and any amendments will be supplied to the parish council for the purposes of information.</p> <p>The parish council will be asked to provide the Village Hall Management Committee with a copy of its own Covid-19 risk assessment if one is available.</p> <p>Talk with the parish council, any contractors, staff and volunteers regularly to see if the arrangements are working and for the official council entrance to be used in order to minimise risk.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Store Rooms and cupboards</p>	<p>Social distancing more difficult in smaller areas.</p> <p>Items of Hirers Equipment.</p> <p>Door and window handle and light switches</p>	<p>Regularly touched surfaces and personal equipment of hirers to be cleaned by them before, during and after use.</p> <p>Regularly touched surfaces will be cleaned by hall response team at the start of the day, between bookings and use of relevant areas.</p>	<p>The Hirer will be expected to clean their own equipment before, during and after use.</p> <p>The response team will clean all storage areas and cupboards etc on a regular scheduled basis.</p>
<p>Other matters</p>	<p>Unnecessary objects create extra cleaning (and risk).</p> <p>Safe ways of working.</p> <p>Village Hall Hire Agreement needs to be amended to refer to special conditions of hire in Appendix 6 and need for a risk assessment in Appendix 8.</p> <p>Lack of risk assessment from hirers and users</p>	<p>Remove any objects that might be touched, for the time being or alternatively, place a sign to say they should not be touched.</p> <p>All Hirers and users are required to submit a risk assessment and agree to the contents of the special conditions of hire before or at the time bookings are confirmed.</p> <p>All Hirers are to be supplied with Special Conditions of Hire together with the village hall hire agreement and a Covid-19 risk assessment form before booking are confirmed.</p>	<p>VHMC, staff and volunteers working on the premises will maintain social distancing where possible and work in the same pairs where its unavoidable.</p> <p>A risk assessment is to be completed by all Hirers before booking is confirmed and a member of the VHMC is available to help with this.</p> <p>Hirer's must ensure that all types of music played during the hired period are covered by the appropriate PRS and PPL regulations.</p> <p>VHMC, Staff and volunteers have been</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	<p>Legionella</p> <p>Fire and evacuation procedure</p>	<p>All taps to be run weekly for 5 minutes to reduce the risk of legionella.</p> <p>The Fire and evacuation procedure be reviewed, and findings implemented with hirers, staff and those who use the hall.</p>	<p>consulted in drawing up this risk assessment.</p>