

Version control:

Version	Date	Description of changes	Person making the change
Draft 1.0	2nd July, 2020	Initial draft for review with officers	Yonike Octave
Draft 2.0	6th July, 2020	Updated draft following review by officers	Yonike Octave
Draft 3.	10th November, 2020	Update regarding max number of people able to attend and statement regarding attendance record to be kept by hirers	Yonike Octave
Version 1.0	3rd December, 2020	Initial release following review by Simon Jean-Marie	Yonike Octave
Version 2.0	10th, December, 2020	Updated to reflect that excess chairs will be taped up and or padlocked and left in main hall store. Kitchen equipment and cupboards will be taped up and labelled 'not in use' . Kitchen can be used for making a hot drink only using disposable utensils.	Yonike Octave
Version 3.0	11th December, 2020	Updated following clarification received from ACRE that Face coverings are mandatory when visiting community halls. https://acre.org.uk/news/2020-12-02-information-on-new-covid-tiers-for-village-and-community-halls	Yonike Octave
Version 4.0	14th December, 2020	Update following clarification received regarding tier 3 and the 'Rule of Six' measures now in place	Yonike Octave
Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors, volunteers and hirers	Face coverings. The government have advised that it is mandatory to wear face covering in community hall (including village halls)	Posters will be placed inside and outside the building advising the mandatory use of face coverings. The Covid 19 terms and conditions have been updated to reflect this requirement.	
Staff, contractors and volunteers – Identify	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with	Staff/volunteers may need guidance as to cleaning. For

<p>what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. Cleaning materials to be provided to staff and volunteers</p>	<p>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. Everyone will be given guidance re using products.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers 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.</p>	<p>Currently we have no Staff in the shielding category. Volunteers in this category will be advised not to attend the premises for the time being. We will discuss the situation with volunteers 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. Talk with staff, trustees and volunteers regularly to see if arrangements are working</p>	<p>Staff and volunteers 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 that confidentiality is adhered to and that they can raise concerns freely.</p>
<p>Paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Front of building is shared with other users such as Hyde and Tesco customers and sometimes area is too congested to allow social distancing. People drop tissues and spit on path.</p>	<p>Hirers will be advised to keep to the social distancing rules. Social distancing signs to be put up outside the main entrance. Rule of 6 – Covid 19 terms and conditions updated to reflect the Rule of 6. Rule of 6 posters to be placed in the main hall, entrance hall and kitchen. Only one Hire (max 15 people) will be allowed to use the hall at any one time. We will mark out 1 or 2 metre waiting area</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. Ordinary litter collection</p>

		outside the main entrance to encourage care when queueing to enter. Hyde and DHI Cleaner(s) asked to check area outside doors for rubbish, which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	arrangements can remain in place.
Entrance hall & room/Foyer/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Rule of 6 – Covid 19 terms and conditions updated to reflect the Rule of 6. Rule of 6 posters to be placed in the main hall, entrance hall and kitchen. Only one Hire (max 15 people) will be allowed to use the hall at any one time and there will be sufficient time between hires for the staff or volunteers or cleaner to clean. Pinch points and busy areas will be the entrance foyer and the inner foyer. Due to the layout of the premises, entrances, number of doors and corridors it will be difficult to mark out 2 lanes to meet the 2 metre criteria, so a one way in and out system will be put in place and social distancing signage displayed. Enter and exit via entrances. Door handles and light switches will be cleaned regularly after each hire. Hand sanitiser to be provided by venue at all entrances.	Hand sanitiser will be mounted at all entrances and will be checked daily. We will provide bins, at entrances, each meeting room. Empty regularly. Provide plastic gloves and tissues in entrance foyer.
Main Hall, Rooms, Toilet, Stores, Entrance, kitchen	Door handles, light switches, Window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between uses. Projection	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by cleaning staff. A max number of 15 people will be allowed in the hall at any one time. A max of 2-6 people will be allowed in the rooms (Size varied). Any excess chairs will be moved taped up and / or padlocked and labelled ‘Covid 19 not in use’ as appropriate Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. People will be	Black sack will be provided in the main hall and other areas where necessary. Hirers will need to provide own refuse sacks.

	equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	asked to avoid touching the curtains and window curtains should only be opened and closed using the sash cords using gloves provided. Hirers will be asked to keep an attendance record of everyone attending their group meeting/event so Test and Track can be used in the event of someone testing positive for Covid 19	
Rooms and small spaces	Social distancing is more difficult in smaller areas. Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	The Haskell room will not be in use. This room will be used as a Covid 19 isolation room. This room will have a chair, bottled water, tissues, gloves and hand sanister available for people displaying Covid 19 symptoms.	
Kitchen	Social distancing more difficult. Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/microwave/cutlery Kettle/hot water boiler	Kitchen use will be restricted. The kitchen will only be available for making tea and coffee). All catering equipment will be taped up and labelled 'Covid 19 , not in use' or locked away.	Hirer will need to bring their own cleaning material for wiping down the kitchen counters and equipment. This will be regularly checked and any resources used will be re-stocked as necessary.
Store cupboards (cleaner etc.)	Social distancing not possible. Door handles, light switch, cleaning equipment (Hoover, mop, broom)	Public access is not required. Cleaner to decide frequency of cleaning.	
Storage/Plant Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	All storage rooms are locked or padlocked. Hirer to control accessing and stowing equipment to encourage social distancing.	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, Sanitary bin, mirrors.	We have 3 toilets available with a max number of 15 people in the hall at any one time this should ensure social distancing rules can be met. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Cleaner will clean all surfaces before hirers arrive.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.

		Engaged/vacant signage and posters to encourage social distancing. 20 second Hand washing.	
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