

# Barns Green Village Hall – Covid-19 Generic Risk Assessment - hirers

**Covid-19 has been in the UK since March 2020 the illness that can affect your lungs and airways. It is caused by a virus called Coronavirus.**

**Symptoms can be mild, moderate, severe or fatal.** Covid-19 can be passed through respiratory droplets carrying infectious pathogens which can transmit infection when they travel directly from the respiratory tract of an infectious individual to susceptible mucosal surfaces of a recipient, generally over short distances. This can be in the form of sneezing, coughing or speaking.

The following information is issued as an addendum to the **Health and Safety Policy Document** – Barns Green village hall for dealing with the current Covid-19 situation. To keep up to date with HSE advice to workplaces in this fast changing situation visit <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Accidents and incidents reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

## List of abbreviations

ACRE	Action with Communities in rural England
GDPR	General Data Protection Regulations
NRP	Nominated Responsible Person

Risk No	What are the hazards	Possible Effects/Harm	Detail Existing Controls	Detail Further Action Required to Reduce Risk	Action by Hirer	Action by When	Done
1	Spread of Covid-19 Coronavirus	<p>Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.</p> <ul style="list-style-type: none"> <li>Committee</li> <li>Visitors to the premises i.e. groups or individuals</li> <li>Cleaners</li> <li>Contractors</li> <li>Vulnerable groups – Elderly, Pregnant and, those with existing underlying health conditions</li> </ul>	<p>Provide details of control measures already in place. if measures are detailed in other documents, state where.</p> <p><b>Hirers</b></p> <ul style="list-style-type: none"> <li>Hirer to advise booking secretary of the name of the “Nominated Responsible Person” if this is not the hirer.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• <b>Anyone else who physically comes in contact with you in relation to your business</b></li> </ul>	<ul style="list-style-type: none"> <li>• The NRP will take details of all persons attending the event.</li> </ul> <p><b>Note:</b> These records are to be held for 21 days after the event as per government guidance for Track &amp; Trace. This could help contain clusters or further outbreaks</p>	<ul style="list-style-type: none"> <li>• Where details are taken GDPR regulations should always be followed.</li> <li>• It is the NRP's responsibility to keep these records safe and secure during the period of 21 days after their event</li> </ul> <p><a href="http://www.barnsgreenvillagehall.co.uk">www.barnsgreenvillagehall.co.uk</a> QR code to scan or just click on to "Check in at the Village Hall" (Available for anyone who uses the hall and doesn't have a system)</p>			
			<ul style="list-style-type: none"> <li>• Hirer or NRP to notify the booking secretary immediately if anyone at their event shows signs of Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner to undertake thorough deep clean of premises</li> </ul>			
			<p><b>Cleanliness</b></p> <ul style="list-style-type: none"> <li>• Regular cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, handrails etc. using appropriate cleaning products and methods.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning regime to be carried out by our cleaner to ensure that the necessary procedures are being followed. Enhanced clean once a day.</li> <li>• Cleaning regime to be recorded</li> <li>• Hirers to contact the booking secretary if they feel the standards are not what they expect.</li> </ul>			

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		<ul style="list-style-type: none"> <li>COVID-19 notices will be displayed to help enforce the BGVH committee's procedures.</li> </ul>				
		<ul style="list-style-type: none"> <li>Providing clear guidance on expected behaviours, social distancing and hygiene to people on or before arrival, for example on-site signage and visual aids. Explaining to visitors that failure to observe safety measures will possibly result in them losing the use of the hall.</li> </ul>				
		<ul style="list-style-type: none"> <li>NRP is responsible for leaving the building in a safe and useable condition.</li> </ul>	<ul style="list-style-type: none"> <li>All waste to be removed from the premises and placed in the wheelie bins provided. Used tissues to be disposed of responsibly</li> </ul>			
		<p><b><u>Managing Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>Social distancing to be maintained at all time in-line with the guidelines recommended by the Public Health Agency.</li> </ul>	<ul style="list-style-type: none"> <li>NRP to maintain social distance requirements</li> </ul>			
		<ul style="list-style-type: none"> <li>Where possible windows to be opened to help with airflow through the building</li> </ul>	<ul style="list-style-type: none"> <li>NRP to make sure all doors and windows are closed and locked when they vacate the building.</li> </ul>			
		<p><b><u>Personal Hygiene</u></b></p> <ul style="list-style-type: none"> <li>Manage toilet facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Limit numbers in toilet facilities</li> </ul>			

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		<ul style="list-style-type: none"> <li>Regular cleaning of hands in-line with NHS guidelines.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands with disposable paper towels or air dryers.</li> </ul>	<ul style="list-style-type: none"> <li>Some hand sanitiser are provided at all three main doors. Hirers to provide extra sanitiser for their event</li> </ul>			
		<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>Hirers will be encouraged to where possible not use the kitchen facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Hirer to encourage visitors to bring their own food and drink.</li> </ul>			
		<ul style="list-style-type: none"> <li>The hirer may bring their own equipment into the hall, providing that this has been thoroughly sanitised</li> </ul>				
		<ul style="list-style-type: none"> <li>The village hall committee recommend that all visitors using the premises use face coverings when entering, leaving and moving around</li> </ul>				



Health and safety check carried out by: Simon Gale Signature \_\_\_\_\_ Date 03/09/2021

Accepted by hirer: Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b><u>Advisory comments</u></b>	<b><u>Date visual check carried out</u></b>	<b><u>Completed @</u></b>
COVID-19 Coronavirus advise taken from ACRE (Action with Communities in rural England)	August 2021	August 2021