

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

Covid-19 is a new 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 Whom	Action by When	Done
	Something with the potential to harm: hazards listed should be all those present before controls are in place.	Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Provide details of control measures already in place. if measures are detailed in other documents, state where.	Note the action required, responsible person.			
1	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Committee • Visitors to the premises i.e. groups or individuals • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant and, those with existing underlying health conditions 	<u>Hirers</u> <ul style="list-style-type: none"> • Hirer to advise booking secretary of the name of the “Nominated Responsible Person” if this is not the hirer. 	<ul style="list-style-type: none"> • 			

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		<ul style="list-style-type: none"> • Anyone else who physically comes in contact with you in relation to your business 	<ul style="list-style-type: none"> • The NRP will take details of all persons attending the event. <p>Note: These records are to be held for 21 days after the event as per government guidance for Track & Trace. This could help contain clusters or further outbreaks</p>	<ul style="list-style-type: none"> • Where details are taken GDPR regulations should always be followed. • It is the NRP's responsibility to keep these records safe and secure during the period of 21 days after their event • The hirer if they wish to can use the village hall logging system. Available through our website <p>www.barnsgreenvillagehall.co.uk Top right corner has 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"> • Hirer or NRP to notify the booking secretary immediately if anyone at their event shows signs of Covid-19 	<ul style="list-style-type: none"> • Cleaner to undertake thorough deep clean of premises 			
			<p>Cleanliness</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Rigorous cleaning regime to be is carried out by our cleaner to ensure that the necessary procedures are being followed. • Cleaning regime to be recorded • Hirers to contact the booking secretary if they feel the standards are not what they expect. 			

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		<ul style="list-style-type: none"> • COVID-19 notices will be displayed to help enforce the BGVH committee's procedures. 	<ul style="list-style-type: none"> • 			
		<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 			
		<ul style="list-style-type: none"> • NRP is responsible for leaving the building in a safe and useable condition. 	<ul style="list-style-type: none"> • All waste to be removed from the premises and placed in the wheelie bins provided. Used tissues to be disposed of responsibly 			
		<p>Managing Social Distancing</p> <ul style="list-style-type: none"> • Social distancing to be maintained at all time in-line with the guidelines recommended by the Public Health Agency. <p>https://d.docs.live.net/0c9bef627079a63e/BG%20sports%20and%20Social%20Club/covid-generic-risk-assessment.docx.</p>	<ul style="list-style-type: none"> • NRP to maintain social distance requirements and a one-way system at all times • NRP to access use of a one-way system or staggered access or egress. 			
		<ul style="list-style-type: none"> • All external doors will remain unlocked and open to reduce visitor contact with door handles. Fire doors must remain closed. • Where possible windows to be opened to help with airflow through the building 	<ul style="list-style-type: none"> • NRP to make sure all doors and windows are closed and locked when they vacate the building. 			

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			<p>Personal Hygiene</p> <ul style="list-style-type: none"> A strict 1 in 1 out policy to be adopted for toilet facilities. 	<ul style="list-style-type: none"> 			
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Regular cleaning of hands in-line with NHS guidelines. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. 	<ul style="list-style-type: none"> Some hand sanitiser will be provided. We would ask hirers to provide enough for their event 			
		<ul style="list-style-type: none"> 	<p>Facilities</p> <ul style="list-style-type: none"> Hirers will be encouraged to where possible not use the kitchen facilities. 	<ul style="list-style-type: none"> Hirer to encourage visitors to bring their own food and drink. 			
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> The hirer may bring their own equipment into the hall, providing that this has been thoroughly sanitised or hasn't been used within the past 72hrs 	<ul style="list-style-type: none"> 			

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Health and safety check carried out by: Roy Tingley Signature  Date 14/07/2020

Accepted by hirer: Name _____ Signature _____ Date _____

<u>Advisory comments</u>	<u>Date visual check carried out</u>	<u>Completed @</u>
COVID-19 Coronavirus advise taken from ACRE (Action with Communities in rural England)	4 th July 2020	12 July 2020

