

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
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"> Committee Visitors to the premises i.e. groups or individuals Cleaners Contractors 	<p>Provide details of control measures already in place. if measures are detailed in other documents, state where.</p> <p>Hirers</p> <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"> • Vulnerable groups – Elderly, Pregnant and, those with existing underlying health conditions • 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"> • Hirer or NRP to notify the booking secretary immediately if anyone at their event shows signs of Covid-19 <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"> • • 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"> • Cleaner to undertake thorough deep clean of premises • Rigorous cleaning regime to be carried out by our cleaner to ensure that the necessary procedures are being followed. 			
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			<ul style="list-style-type: none"> • Cleaning regime to be recorded • Hirers to contact the booking secretary if they feel the standards are not what they expect. 			
		<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><u>Managing Social Distancing</u></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. 	<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. 			

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		<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. 			
		<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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		<ul style="list-style-type: none">•	<ul style="list-style-type: none">• The village hall committee recommend that all visitors using the premises use face coverings when entering, leaving and moving around	<ul style="list-style-type: none">•			
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Health and safety check carried out by: Roy Tingley Signature Roy Tingley 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

