Farningham Village Hall ; Covid-19 Compliant Statement

FVH Management Committee 24.09.2020

The following policy and conditions are based on Government advice as it is announced and advised to us by ACRE , the advisory organisation for Village Halls of which we are a member. The Management Committee has agreed that these conditions must be fully observed by all hirers and users of the Hall to enable us to maintain a Covid-Secure Environment for everyone at the Hall. This statement will be reviewed and revised as conditions and Government regulations require.

1. **Modified Hire Policy during Coronavirus .**
2. We offer only the main hall for all activities, but at usual rates. The maximum number attending will be as specified and permitted by Government Guidelines at time of hire. This will allow social distance to be maintained. Market Meadow is available for hire if it is suitable for the activity.
3. Included in the hire is the use of the WI room and kitchen to allow overspill if more clients turn up than expected or for isolation if anyone becomes ill. A Covid First Aid box with advice for action is located in the WI room.
4. Sanitiser is provided at the hall entrance, dryers /towels/soap at sinks, bins / rubbish bags in main rooms.
5. Hirers should bring their own sanitiser and tissues for use for themselves and group members during the hire. Also bring their own tea towels, gloves and masks if required.
6. The hire period must include time to set up, and time after, the hire for all the extra Covid-19 conditions as well as the usual cleaning & clearing up.
7. There will be no overlapping bookings permitted. After every booking one full hour is necessary for the Caretaker to check and clean before any other booking.
8. The Caretaker will ensure the building is left clean after, and before, every hire. There will be a deep clean every week.
9. Hirers must ensure that people waiting to enter the hall follow social distancing rules in front of the building or remain in their vehicle and that everyone entering the hall wears a face covering unless exempt. Posters are displayed around the hall clarifying exemptions and regulations.
10. Hirers should carry out a risk assessment for their activity and their clients.
11. copy of the FVH risk assessment is attached below and hirers are required to comply with the actions identified in this risk assessment.

**(ii) Special Conditions of Hire during COVID-19**

The following conditions must be fully observed by all hirers and users of the Hall to enable us to maintain a Covid-Secure Environment for everyone.These conditions are supplemental to, not a replacement for, the hall’s ordinary conditions of hire. Every hire is conditional on hirer’s acceptance of, and adherence to, these conditions.  
 **Hirers must make sure** ;

1. Everyone entering the hall and within the hall to wears **a face covering**   
 unless they are legally exempt on health / welfare /other grounds.

2. Everyone uses **hand sanitiser** on entering the Hall

3. Everyone always keeps a **social distance of 2 metres apart.**

4. **To limit overall group size to the number** permitted by Government  
 regulations at time of hire and permitted for the activities of your hire.

5. **To air the Hall** during your hire, open all internal doors and windows

6. Keep a record **of all attendees & contact details** for every session, to   
 follow up any reports of Covid-19 symptoms in attendees.

7 Ensure **solo use of toilets** unless disability assistance is required

8. Encourage users to **bring their own drinks and food**.   
9. If drinks or food are made, **wash all crockery and cutlery in hot soapy  
 water,**dry and stow away. Bring your own tea towels and take them away.

10. **After your hire** clean **all regularly used surfaces** (including door   
 handles, light switches, window catches, equipment) Use spray sanitiser,   
 paper towels as supplied or bring your own. Use cloths for electrical   
 equipment, do not spray!

11**.Sanitise all tables & chairs used, return them to their usual positions.**

12**. Bin all rubbish created during hire**, including tissues and cleaning.

materials. Remove bin liners, seal/tie the tops, place in large bin outside.

13. **Shut, lock and secure all** windows and external doors on leaving.  
 The Hall Caretaker will check on these conditions after every hire.

14. If anyone has **suspected Covid-19 symptoms** move them to the WI   
 room. Follow guidance on Covid First Aid Box. Tell others in your group to

leave the hall, sanitise hands, keep social distancing, and launder their

clothes when home. Inform the Caretaker on mobile 07710 228599..

15.**Make sure everyone knows they MUST NOT attend the hall if they or   
 anyone in contact has had COVID-19 symptoms in the last 7 days.** If   
 they develop symptoms within 7 days of your event they MUST use Test,  
 Track and Trace system to alert others, and advise you of this.

16. **Users and hirers have responsibility for managing risks** arising from

their own activities when they have control of premises and should take   
 account of any guidance relevant to their specific activity or sector.  
 You must complete your own Risk Assessment and follow the FVH Risk  
 assessment provided to you..

**(iii) Farningham Village Hall Risk Assessment**

1. **Risk assessment revised Post 14.9.2020 ( VP. 17.9.20 )**

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| 1. Caretaker, contractors, hirers & clients, volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood they could be exposed | * Cleaning surfaces infected by people carrying the virus. * Disposing of rubbish containing tissues, cloths, and other items used in cleaning. | * Caretaker provided with protective overalls and plastic or rubber gloves. * Hirers and Contractors must provide their own. * PHE guidance and PPE for use in the event deep cleaning is required. * Hirers empty rubbish bins used during hire, remove used bin liners, place them in outside bin at rear of building | Hirers/volunteers may need guidance on cleaning.  Sanitising spray provided for cleaning surfaces  Only cloths , not spray, should be used on light switches and electrical appliances. |
| 1. Caretaker, contractors, hirers & clients, volunteers – as above | Someone with symptoms or who has been in contact with anyone with symptoms tries to come, comes, or asks to come, to the hall | Posters at entrance and in Main Hall  “*Face covering must be worn on entry to, and inside the hall at all times unless exempt. List exemptions* “  “*Stay at home guidance if unwell* *or in contact with suspected persons.”* | Hirers to remind all clients attending sessions not to attend if feeling unwell or in recent contact with others with symptoms.  Must keep register of attendees every session and make note of an emergency contact person for each attendee. |
| 1. Caretaker, contractors, hirers & clients, volunteers – as above | If someone falls ill with CV-19 on the premises. | * Hirer moves them to WI room to sit, calls emergency contact number, disbands class, ceases activity, * and advises all clients attending same session to self-isolate. * Hirer advises caretaker. * Close premises for deep cleaning. | Covide -19 First Aid Box in WI Room with guidance notes.  Hirers to keep registers of all clients attending sessions and note of an emergency contact person for each client.  Advise client to contact track and trace and all clients attending same session to self-isolate. |
| 1. Staff, contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed. | * Hirers, clients, staff/volunteers who are either extremely vulnerable or over 70. * If 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. | * Discuss situation with hirers, staff/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 hirers, staff, trustees and volunteers regularly to see if arrangements are working. | Hirers, staff, clients 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 they can raise concerns |
| 1. Car Park/paths/ patio/exterior areas | * Social distancing is not observed as people congregate before entering premises. * Parking area is too congested to allow social distancing. * People drop tissues or other items. | * Hirers to emphasise face masks and social distancing essential for area outside entrance when users waiting to enter. * Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. | Hirer arrives punctually to open doors & session. Ask clients to arrive at start time, not early, or stay in cars until session opens.  Remind all attendees that face coverings must be worn and to keep social distancing while waiting. Ordinary litter collection arrangements can remain in place. Provide plastic gloves. |
| 1. Entrance hall/lobby/corridors | * Possible “pinch points” and busy areas where risk is social distancing is not observed in entrance hall and any smaller area. * Door handles, light switches in frequent use. | * Reduce “pinch points” and busy areas. Entrants asked to use door handles /push plates to open all doors - not to push the glass. * All hires relocated to main hall; main hall doors to be kept secured open for clients to enter as they arrive. Hirer to ensure social distancing as clients arrive. * Door handles and light switches to be cleaned regularly. * Hand sanitiser to be provided by main entrance. | Face coverings worn at all times unless exempt. Hand sanitiser checked daily by caretaker, bins provided in all rooms.  Hirers dispose of all rubbish generated during their hire in bin outside at back of main building.  Fix all doors between main hall and WI room open to keep hall well aired.  Hirers close and lock all external doors & windows on leaving. |
| 1. Main Hall | * Door handles, light switches, * window catches, tables, chair seats and backs. * Soft furnishings which cannot be readily cleaned between use. * Projection and other equipment. Eg: Screen. * Window curtains or blinds * Commemorative photos, displays. * Face covering and Social distancing to be observed | * Door handles, light switches, window catches, tables, chairs and other equipment used, to be cleaned by hirers after and during session * 30 stacked chairs will be available. Hirers clean all chairs and clean all tables used and return all to original positions. Caretaker to check after all hires. * Face Covering and Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. * Maximum group size 30 where permitted for specified activity, otherwise 6 person maximum. | * Attendees keep social distance and wear face coverings. * Each user to keep to one specific chair where possible. * Avoid anyone else touching the chairs unless wearing plastic gloves. * Stage curtains will be closed during cold weather. Curtains and other fabric surfaces to be spray cleaned with disinfectant by Caretaker. * Provide hand sanitiser * All doors between main hall and WI room to be kept secured back for ventilation |
| 1. Small meeting rooms and offices | * Social distancing more difficult in smaller areas * Door and window handles * Light switches * Tables, chairs.   . | * **All hirers to use the main hall**. * Hirers to ensure social distancing and face covering if WI room and kitchen used. JA room and rear toilet will be taken out of use. * All surfaces and equipment used to be cleaned by hirers after use | Hiring main hall only. WI room used only as possible overflow when more attendees than expected.  No overlapping hiring. Hirer to manage social distancing in kitchen and WI room.  Face coverings worn and social distance at all times. |
| 1. Kitchen | * Social distancing more difficult * Door and window handles * Light switches * Working surfaces, sinks * Cupboard/drawer handles. * Fridge/freezer * Crockery/cutlery * Kettle/hot water boiler * Cooker/ microwave | * Hirers control numbers using kitchen to ensure social distancing, especially for those over 70. * Hirers to clean all areas to be used before use, wash, dry and stow crockery and cutlery after use. * Hirer brings own tea towels. Soap and paper towels provided * Encourage hirers to bring own food and drink for time being | Cleaning materials to be made available in clearly identified box in hall and regularly checked and re-stocked as necessary.  Consider closing kitchen if not required or restricting access.  Face coverings worn and social distance at all times. |
| 1. Toilets | * Social distancing difficult only in gents. toilet * Toilet surfaces in frequent use- door handles, light switches, basins, toilet handles, seats etc. * Baby changing and vanity surfaces, mirrors. | * Hirer to ensure solo use of toilets unless assistance required * Hirer to clean all surfaces etc after use. * Air hand dryers in toilets, paper towels in kitchen and bins provided | Ensure soap, paper towels, tissues and toilet paper are regularly replenished,  and  hirer knows where to access for re-stocking if needed. |
| 1. Store cupboards (cleaner etc) | Social distancing not possible  Door handles, light switch | Hirers to store and access all own equipment in own cupboards and clean doors and handles after hire. | Caretaker to clean own cupboard and check all cupboard handles during weekly deep clean |
| 1. Storage Rooms (furniture/equipment) | * Social distancing more difficult * Door handles in use. * Equipment needing to be moved not normally in use | * Hirer to clean all special equipment required before use. * Hirer to control accessing and stowing equipment to encourage social distancing. Hirer cleans own store after hire ends. | Consider whether re-arrangement or additional trolleys will facilitate social distancing. |
| 1. Stage | * Curtains * Social distancing * Lighting and sound controls | * Stage curtains closed during cold weather * Hirer to control access and clean stage and stores as required after every hire. | Hirer to maintain social distancing on Stage and all related activities using main hall and WI room plus kitchen only. |
| 1. Events | * Handling cash and tickets * Too many people arrive | * Organisers arrange online systems and cashless payments as far as possible. * For performances, the seats to be limited, booked in advance, 2 seats between individuals or households |  |
| 1. Market Meadow (hired in conjunction with main hall) | * Face covering and Social distancing adherence to Government guidelines | * Ensure Hirers are aware of up to date guidelines and observe all actions listed above when clients use main hall |  |

1. **ACRE GUIDE to help Hirers produce own risk assessment**

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| **Area of risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| |  | | --- | | **Cleanliness of hall and equipment, especially after other hires** | | |  | | --- | | Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning. | | |  | | --- | | Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. | | |  | | --- | | Bring our own equipment? |   Caretaker will clean before hire Hirer responsible for cleaning everything touched /used during and after own hire.  Caretaker will check |
| |  |  | | --- | --- | | **Managing Face Coverings and Social distancing and especially people attending who may be vulnerable** |  | | People do not use face coverings and are not exempt  Problems maintaining recommended social distancing  Unexpected extra attendees above specified number of 30 or 6 as permitted for the activity | |  |  | | --- | --- | | |  | | --- | | Advise group they must comply with face covering unless exempt and keep social distancing.  Adopt layout and systems to keep social distance. Limit numbers using toilets at once. Use WI room for overspill | | | |  | | --- | | Should we avoid use of kitchen – ask people to BYO food and drink?  Allow older people time to use toilets without others present | |
| |  | | --- | | **Respiratory hygiene** | | |  | | --- | | Transmission to other members of group | | |  | | --- | | Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. | | |  | | --- | | Remember to bring tissues and hand sanitiser.  Remember to empty all bins used at end of hire, put all contents & rubbish into the outside rubbish bin behind the Village hall building | |
| |  | | --- | | **Hand cleanliness** | | |  | | --- | | Transmission to other members of group and premises | | |  | | --- | | Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap, dryers and paper towels | |  |
| |  |  |  | | --- | --- | --- | | **Someone falls ill with COVID-19 symptoms** |  |  | | Transmission to other members of group and premises | Follow hall instructions. Move person to WI room, obtain contacts, inform caretaker | Covid -19 First Aid box & Guidance in WI room. Keep register of attendance; emergency contacts for all |