

**Biddenden Village Halls and Sports Committee**  
(Registered Charity 302684)

**Covid 19: Re-opening of halls: Step 3 General Use permissible from 6<sup>th</sup> July**

Dear User,

The Government has now agreed that Village Halls can re-open from 4<sup>th</sup> July.

VHSC has now carried out a review and agreed that the halls may be used from Monday 6<sup>th</sup> July.

In getting to this point VHSC has carried out a Risk Assessment (attached as Appendix 1) and also agreed Special Hiring Conditions (attached as Appendix 2).

Please note that prior to being allowed to use the halls you will need to meet with Mrs Flick Brockman to be briefed on the precautions VHSC is taking to help keep the facilities safe for everyone. As part of this process we recommend you carry out your own risk assessment (a proforma is attached as Appendix 3).

At present the following restrictions apply:

- Restrict use of each hall to a maximum of 30 people
- Do not allow sports (eg Badminton, Keep Fit, Pilates, Yoga)
- Do not allow singing

These restrictions are expected to change over time.

Once your group is ready to re-use the halls please contact Flick on 01580 291320 to arrange a time to meet with her at the halls.

You will not be allowed to enter the halls until this meeting has taken place, and you have been given the go-ahead for your activities to resume.

Judith Wright  
Hon Secretary

2<sup>nd</sup> July 2020

To be circulated by e mail to all Hall Users together with Appendices

**COVID-19 Risk Assessment for re-opening Village Halls – Prepared 29<sup>th</sup> June 2020**

**Appendix 1**

This document is based on advice received from Action for Communities in Rural England, and was prepared by Tom Lupton (Chairman), Jerry Slinn (Vice Chairman), Maureen Farris (Committee member responsible for Health and Safety) and Flick Brockman (Caretaker).

A copy will provided to all organisations which regularly use the hall together with the Covid 10 Special Conditions of Hire. Any points raised by halls users will be considered, and where appropriate taken on board.so that any points they raise can be taken on board.

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres.

Important Notes:

The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.

This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

VHSC cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it.

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Staff and contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Volunteers (Committee Members)</p>	<p><b>Stay at home guidance if unwell at entrance and Halls. Caretaker provided with protective overalls and plastic or rubber gloves and advised to wash outer clothes after cleaning duties.</b></p> <p><b>Caretaker will be given PHE guidance and PPE for use in the event deep cleaning is required. Prior to cleaning a meeting will be held with the Caretaker to review protocols and consideration will be given to using a professional contractor.</b></p> <p><b>To be briefed on measures in place and need for hand washing and sanitising on arrival and departure</b></p>	<p>Cleaning and PPE requirements discussed and agreed with caretaker.</p>

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	Occasional Maintenance workers.	<b>Maintenance workers will receive Covid 19 briefing before they start work</b>	
<b>Staff, contractors and volunteers</b> – think about who could be at risk and likelihood staff/volunteers could be exposed.	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.	<b>Staff and volunteers (Committee members) in the vulnerable category are advised not to attend work or visit halls for the time being.</b>  <b>Discuss situation with 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.</b>  <b>Talk with staff, and committee members regularly to see if arrangements are working.</b>	Staff and volunteers will 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. This is covered in Covid 19 Special Conditions for hiring
Exterior areas	Social distancing is not observed as people congregate before entering premises.  People drop tissues.	<b>Notices put up outside all potential entrances to encourage people to observe 2m spacing and when queueing to enter.</b>  <b>Before each use of the halls Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b>	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 arrangements can remain in place. Provide plastic gloves.

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<p>Entrance hall/lobby/corridors</p>	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p><b>"Pinch points" and busy areas identified. These will be discussed with hirers before the halls are used.</b></p> <p><b>For larger events consideration will be given to marking out 2 metre spacing in entrance area and creating one-way system and provide signage.</b></p> <p><b>Door handles and light switches to be cleaned before halls are used.</b></p> <p><b>Hand sanitiser to be provided by hall</b></p>	<p>Caretaker aware of this requirement.</p> <p>Bins provided in entrance hall, halls and kitchen and emptied before halls are used.</p> <p>Hand sanitiser to be checked by caretaker prior to halls being used</p>
<p>Main Halls</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtains or blinds</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by caretaker. Where this has not been done users to be informed.</b></p> <p><b>Chairs have metal frames and cushions. The chairs will be set out by the caretaker and frames wiped between use. Users not to tidy up or restack chairs after use.</b></p> <p><b>Caretaker to close curtains as part of hall set up for evening events</b></p>	<p>Caretaker aware of need to inform users if halls have not been cleaned prior to use.</p> <p>Caretaker to brief users.</p>

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	Commemorative photos, displays. Social distancing to be observed	<b>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b>	Hand sanitiser will be provided.
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	<b>Hirers encouraged to bring their own Food and Drink for the time being.</b>  <b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b>  <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b>  <b>Hirers to bring own tea towels.</b>  <b>Hand sanitiser, soap and paper towels will be provided</b>  <b>Kitchen to be locked by Caretaker if it is not needed by hall hirer or alternative arrangements are put in place.</b>	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Access unlikely to be required by most hirers. Caretaker to decide frequency of cleaning.</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved from 'Club' storage cupboards	<b>As above</b>  <b>Hirer to control accessing and stowing equipment to encourage social distancing.</b>	

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Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b>  <b>All surfaces will be cleaned by caretaker prior to hiring, if this is not possible the hirer will be informed.</b>  <b>Posters in place to encourage 20 second hand washing.</b>	Soap, paper towels, tissues and toilet paper to be replenished before each hiring.
Boiler Room	Door handle, light switch Social distancing not possible	<b>Cleaner to decide frequency of cleaning.</b>	
Events	Handling cash and tickets Too many people arrive	<b>Individual Risk Assessments will be carried out for all VHSC organised events</b>	
Non-Compliance with rules	Users not aware of rules so risks not mitigated	<b>Caretaker to meet with all users to run through Covid 19 requirements and Halls Special Conditions for Hiring</b> <b>Caretaker to contact Chair, Vice Chair or Health and Safety Rep after each meeting to discuss any issues that arise, and for clearance to approve use.</b>	

**Sample COVID-19 Risk Assessment for hirers of Village and Community Halls**

**Appendix 2**

This sample document can be used as a guide to help your hirers produce their own COVID-19 risk assessment for use of your hall. Please be prepared to help them complete it in the light of your own premises. It is intended as a supplement to a group's ordinary Risk Assessment.

<b>Area of Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Cleanliness of hall and equipment, especially after other hires</b>	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.	Can we bring our own equipment?
<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
<b>Respiratory hygiene</b>	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 any bins used into kitchen bin at end of hire.
<b>Hand cleanliness</b>	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 and paper towels.	
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	

## Appendix 3

### Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

**Before you may restart using the halls please contact Flick Brockman (01580 291320). You will need to meet with her to discuss your booking and the new arrangements that are in place**

#### Special Condition (SC) 1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

#### SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

#### SC3:

The hall will be cleaned before your arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.  
*Please take care cleaning electrical equipment by using cloths and avoiding sprays.*

#### SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

#### SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

#### SC6:

In order that social distancing can be maintained you will ensure that no more people attend your activity/event than is allowed by the government regulations that are in force at the time of the hiring. You will ensure that everyone attending maintains social distancing within the premises and while waiting to enter the premises, observes social distancing and any one-way system.

When using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible, you will make sure that no more than one person uses each suite of toilets at one time.

#### SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m

distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but should be avoided for older people.

**SC8:**

You will position furniture or the arrangement of the room to facilitate people seating side-by-side, rather than face-to-face, with at least one empty chair between each person. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people (or if closer no less than in line with government guidance at the time) who are face to face e.g. using a wide U-shape.

**SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided in the kitchen and halls before you leave the hall.

**SC10:**

Where possible you will encourage users to bring their own drinks and food.

If drinks or food are made, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away again. We will provide washing up liquid and washing up cloths will be provided.

**SC11:**

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**SC12:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area, which is the disabled toilet, prior to arranging for them to get home. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Hall Caretaker on 01580 291320.