



UGBOROUGH VILLAGE HALL

Chair	Secretary	Bookings Secretary	Treasurer
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Ugborough	Ugborough		Ugborough
Ivybridge	Ivybridge		Ivybridge
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COVID-19 Risk Assessment and Re-opening Plan for Ugborough Village Hall – Updated 2nd January 2021

This document is a COVID-19 Risk Assessment and Plan for re-opening for Ugborough Village Hall. It is to be read in concert with the existing risk assessment. The COVID-19 Risk Assessment and Plan is carried out in consultation with the committee and caretaker/cleaner and is provided to hirers as a document to be observed as part of the Special Conditions of Hire. The Hall now falls under Tier 3 regulations.

Important Notes:

1. The COVID-19 Risk Assessment is separate and may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. The Committee must be notified of anyone who has used the Hall and tested positive for COVID-19.
4. This document is not a replacement for individual activity risk assessments required by the government or regulatory bodies. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are established to achieve as low a risk as is reasonably practicable. Residual risk is to be understood by all users and outstanding mitigating actions listed are to be adhered to if required. With mitigation in place all identified risks were assessed to be Low.

Plan for Re-opening

Under the COVID -19 Government restrictions and limitations Ugborough Village Hall will be re-opening for bookings from September 5th 2020, but with a limited service as follows:

- The Pre-School will continue weekday use (8am-6pm) as per during the previous term.

- All bookings must give at least TWO WEEKS notice to permit coordination of cleaning, handover and with other users. For the time being there will be no "on the day" bookings being taken.
- Please note that at least 1 hour is required between hirings to allow for cleaning due to COVID-19.
- All wishing to hire the Hall must use the online booking form and the Booking Secretary will make contact to discuss potential arrangements. Only then will the booking be confirmed.
- Booking periods available include:
 - Monday to Friday evenings - 7.30pm until midnight.
 - Saturdays - 8am to 11.45pm (11pm in the case of theatrical plays).
 - Sundays - 8am to 10.30pm.

Responsibilities:

- The COVID-19 Officer is Stafford Williams, Hall Secretary (07941 588581). His responsibility is to ensure plans and risk assessments are maintained and updated as well as to monitor that guidance is being followed at all Hall activities.
- Individuals who hire the Hall are to ensure the actions in this plan are adhered to and complete all elements at every event.
- Individuals with the NHS App who can use the NHS Test and Trace QR Code must do so on entering the premises – codes are posted at the entrance.
- Those attending events are to ensure they comply with the requirements of Tier 3 regulations and encourage children to take all aspects seriously.
- All attending should consider what PPE and actions are appropriate to them and are to adhere to latest government guidance for use of a community centre. As of 8th August 2020 users of the Hall are to wear face masks when possible unless exempted.
- No decision on use of PPE should adversely impact the care received if first aid or other emergency action is required, the ability to deliver timely care in an emergency situation is paramount.
- Everyone should wash their hands or sanitise before and after using the Hall and sanitiser is provided outside the building and in the main hall.
- Equipment and surfaces should be wiped down with disinfectant after use.
- People from different households should socially distance from others and plans for Hall hire will include the proposals for managing numbers and distancing.
- Everyone is responsible for following of the guidance and raising issues immediately that they become aware of them. Any member of the management committee can be contacted if necessary, for raising issues or concerns.

- Nobody should use the Hall if they have:
 - A high temperature (above 37.8° C).
 - A new continuous cough.
 - Shortness of breath.
 - A sore throat.
 - Loss of or change in normal sense of taste or smell.
 - Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous two weeks.
- **Anyone who becomes infected before or after using the Hall should report this to the NHS test and trace system (111) and inform the Hall Management Committee.**

Additional guidance for activities:

- Sport and exercise should take place in accordance with guidance to deal with COVID-19 risks issued by the relevant governing body for the sport or activity. ACRE recommends village and community halls require hirers to comply with such guidance, rather than trying to adapt hiring conditions and policies for each specific activity.
- Changing facilities: People should be encouraged to arrive already changed.
- Payments: Cash transactions should be avoided – online payments and booking used where possible to manage demand.
- Capacity figures and ventilation may need attention by some hirers: Doors should be fixed open where possible for ventilation (except fire doors), use of outdoor space encouraged where possible. Capacity may be reduced below that already reached for social distancing.
- Dance and exercise: Temporary floor markings are encouraged to define spacing per individual (e.g. chalk).
- Equipment: People should avoid use of shared objects.
- Social distancing: The requirement to minimise individuals from different households mixing endures, with 2m social distancing between these groups or 1m plus mitigation measures depending on the latest Tier regulations. As from December 2020 the Hall is in Tier 3 where mixing indoors is not permitted unless exempted.
- Parents and spectators: Social distancing among spectators such as waiting children or parent chaperones will need to be managed.

Risk Assessment

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers.	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Face masks to be worn by users. Volunteers provided with protective overalls and plastic or rubber gloves as required. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. Re-opening plan to be adhered to. Sanitiser station inside and at front door	Cloths should be used on light switches and electrical appliances rather than spray disinfectants; rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.
Staff, contractors and volunteers.	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.	Staff/volunteers in the vulnerable category are advised not to attend the Hall for the time being. Staff and volunteers to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. 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 activity for the time being. Committee members liaise regularly to see if arrangements are working.	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.
Exterior areas and stairway	Social distancing is not observed as people	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.	Transitory lapses in social distancing in outside areas are

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	congregate before entering premises. Exit and entrance areas too congested to allow social distancing. People drop tissues.	Use one-way system if possible or ensure marshals control flow at front door. Cleaner to check area outside doors for rubbish which might be contaminated, e.g., tissues. Wear plastic gloves and remove. Sanitiser station to be placed outside.	less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. PPE is provided by users and the caretaker/cleaner as required.
Entrance hall/lobby/corridor	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Door handles and light switches to be cleaned regularly. QR codes to be used. Create one-way system and provide signage. Sanitiser station inside and at front door.	Marshalling and signage direct correct use of corridors and entrances.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Projection equipment. Screen. Window curtains, photos, displays. Social distancing to be observed.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned: <ul style="list-style-type: none"> By hirers before and after use. Weekly by caretaker. Between hirers by caretaker. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Hirers should also provide hand sanitiser. Caretaker uses fogging equipment to sanitise soft furnishings.
Committee Room	Social distancing more difficult in smaller areas. Door and window handles Light switches Tables, chair backs and arms.	Surfaces and equipment to be cleaned by hirers before use and weekly by hall cleaner. Recommend hirers hire larger hall space and avoid use of small room.	Hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.
Kitchen	Social distancing more difficult	Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70.	Cleaning materials available in clearly identified location, eg box

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels, hand sanitiser, soap and paper towel to supplement that provided.	on the kitchen surfaces, regularly checked and re-stocked as necessary.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch. Door handles in use. Equipment needing to be moved.	Access limited to those authorised.	Cleaner to decide frequency of cleaning.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

Stafford Williams
Secretary