

# The Village Hall Bishopstone

Hockerbench SN68PH. Registered Charity 271165

## COVID-19 SECURE USER INFORMSTION

**All lettings are unsupervised, and we rely upon your good sense and co-operation.**



### Quick check list for your Event

1. Complete Booking Form ✓
2. Nominate Responsible Person ✓
3. Complete your own risk assessment, ✓
4. Manage your own risks during the hire period ✓
5. Sanitise touch points and equipment used, upon entry, during your event, and before leaving ✓
8. Payment by BACS ✓
9. Stay Safe! ✓

### Contents:

1. Example Booking Form.
2. Social distancing measures.
3. Cleaning & sanitising measures. Ref gov.uk
4. What to do if someone falls ill. Ref. gov.uk
5. Example User Risk Assessment. **Minimum actions**. Add any further COVID risks you identify for your activity).
6. COVID-19 Secure Compliance.



# The Village Hall Bishopstone

## COVID-19 Secure. Booking Form and Risk Assessment

### 1. Example Booking Form – Currently bookings from within the Parish and regulars only.

The designated Responsible Person identified below is wholly responsible for compliance with current COVID-19 legislation and the Halls Premises license.

I understand that while I have control of the premises and equipment on the premises, I have the responsibility for managing risks arising from our activities.

Organisation etc.

Nature of Letting?

Date?  Time From  To  Charge £

Is the event permitted by legislation?

Number of attendees?

Risk Assessment Attached?  A booking cannot be confirmed without this document.

Designated responsible person (Must be 18+ years of age.)    **Print Sign**  
**Date**

Address   
  
  
Email   
Tel.

2. Preferred payment method by Bank transfer.

3. Account: **Bishopstone Village Hall**

4. Sort Code: **40-43-35**

5. Account: **01509322**

6. Reference: 'Date of Event & your initials' e.g. **07092020 PC**

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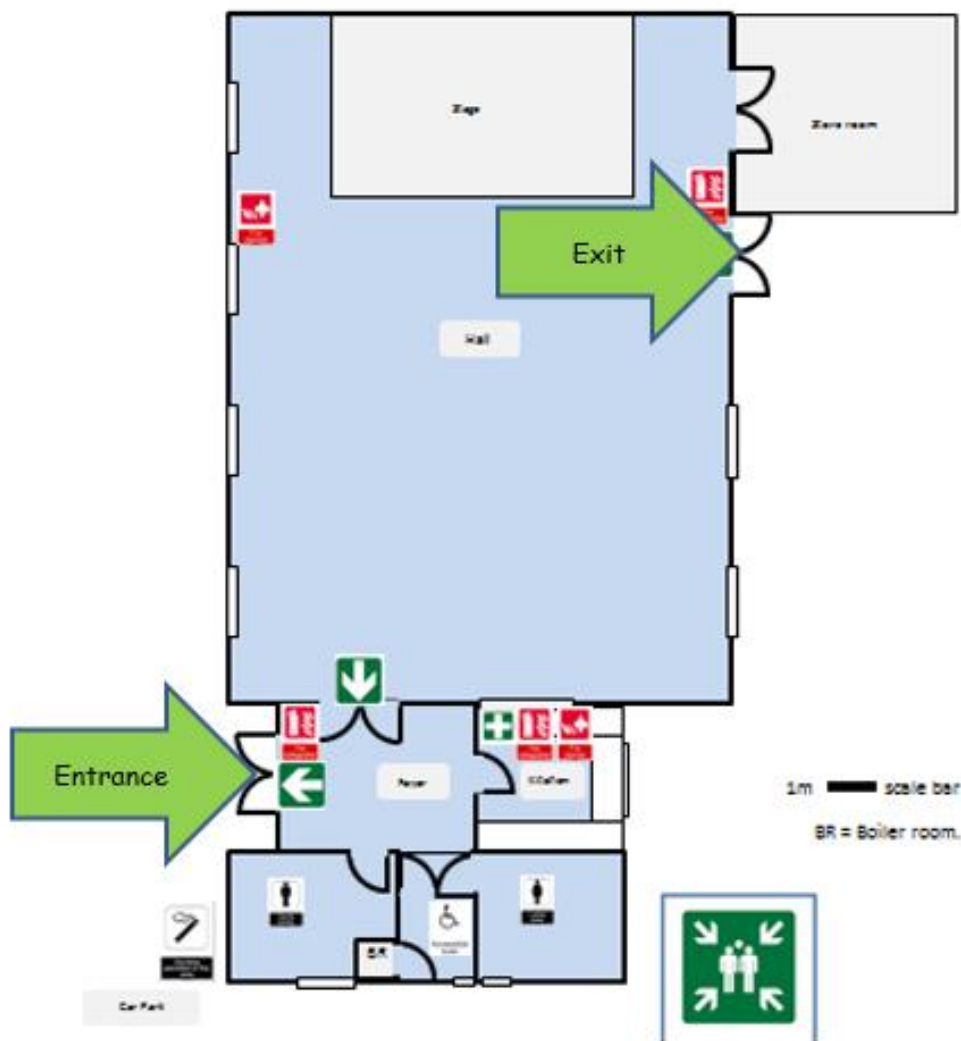
## 2. Measures available / in place to facilitate 2m social distancing:

One Way system exit via the fire exit.

Note. this does not preclude the use of any exit in the event of an evacuation. Assembly point Cues Lane by the telephone box.

It may be also more convenient to supervise the exit of any wheelchair user via the main entrance.

The Hall occupancy is restricted to 25 unless you can demonstrate by means of your risk assessment that it could be more. The main hall area is 100m<sup>2</sup>.

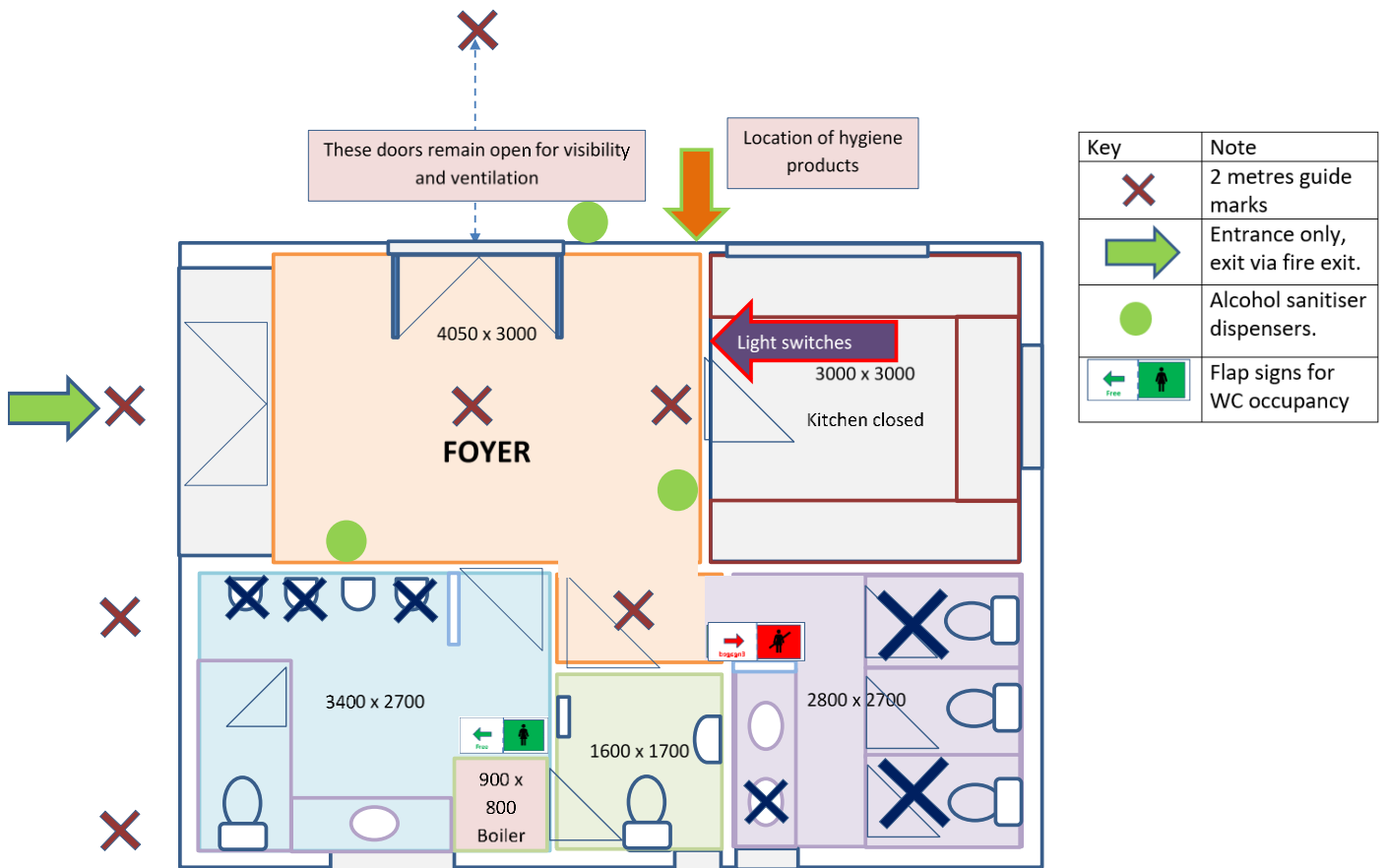


## 2. Measures available and in place to facilitate 2m social distancing and hygiene:

The Entrance / foyer is a potential 'pinch point' observe the floor markings.

One person only in Kitchen, Ladies, Gents, Disabled WC's

The Kitchen is closed and all cups, utensils etc have been taken out of service. It is the location of all hygiene and sanitising products.



### 3. Cleaning and disinfection - The Hall is cleaned by contract on Monday mornings

Refer to <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> for latest guidance

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

### Sanitising materials are provided.

As a minimum, frequently touched surfaces should be wiped down **before and after your event**. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

#### Toilets

Clean frequently touched surfaces regularly. Suitable hand washing facilities are available including running water, liquid soap, and paper towels.

#### Waste

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

**Waste is to be removed from site by the responsible person.** Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

#### **4. Principles of cleaning after an individual with symptoms of, or confirmed COVID-19, has left the Hall**

**Personal protective equipment (PPE)** A kit of all necessary is provided in the kitchen

The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed COVID-19 has left the setting possible **is disposable gloves and an apron**. Wash hands with soap and water for 20 seconds after all PPE has been removed.

#### **Cleaning and disinfection**

Public areas where a symptomatic person has passed through and spent minimal time, but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.  
Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be **removed from site by the responsible person** and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be disposed of immediately with the normal waste.

5.Example User Risk Assessment – **Minimum actions.** Should include your organisation name / carried out by / date.

| Area of Risk  | Risk Identified  | Minimum actions taken to mitigate risk   | Notes  |
|---|--|--|--|
| COVID risk mitigation   | There is no one in charge  | The responsible person is identified   |  |
| Cleanliness of Hall and equipment especially after other hirers | Other hirers or Hall cleaner have not cleaned, or sanitised Hall or equipment used to standard required.<br>Our group leaves Hall or equipment without cleaning. | We regularly sanitise used surfaces <b>before, during and after hire</b> e.g. tables, chairs, sinks, door & toilet handles.  | Sanitising materials and guidance provided by Hall and Gov.uk<br>Hall is cleaned by contract on Monday mornings. |
| Managing Social Distancing and vulnerable people.               | People do not maintain 2m social distancing.<br><br>Foyer is potential 'pinch point'   | Number of attending ____<br>Meet & Greet inside hall.<br>One-way system,<br>Observe hall flow system of 2m floor markers. One person at a time in WC's<br>Activity layout plan made?<br>No bar / kitchen | Attach plan?   |
| Respiratory hygiene   | Transmission   | Maximise ventilation, windows/doors<br>Cloaks area not used. <b>Masks to be worn upon entry.</b>   |  |
| Personal Hygiene  | Transmission to attendee's and premises  | Hand sanitiser on entering. Wash hands regularly using soap and water, paper towels.   | Dispensers located at entrance, WC's, Exit.  |
| NHS Track and trace   | Contacts not known   | Attendees recorded.  | Keep for 21 days   |
| Someone falls ill with COVID symptoms                           | Transmission to attendee's and premises  | Move person to 'remote area'<br>Record contacts.<br>Sanitise per Gov.uk guidance   | Inform 'Hall' which will be closed until result of any test is known   |
| Waste   | Transmission to attendee's and premises  | Tie up bags and place into a larger bag<br>'take home & bin'   | Bin liners supplied by Hall  |

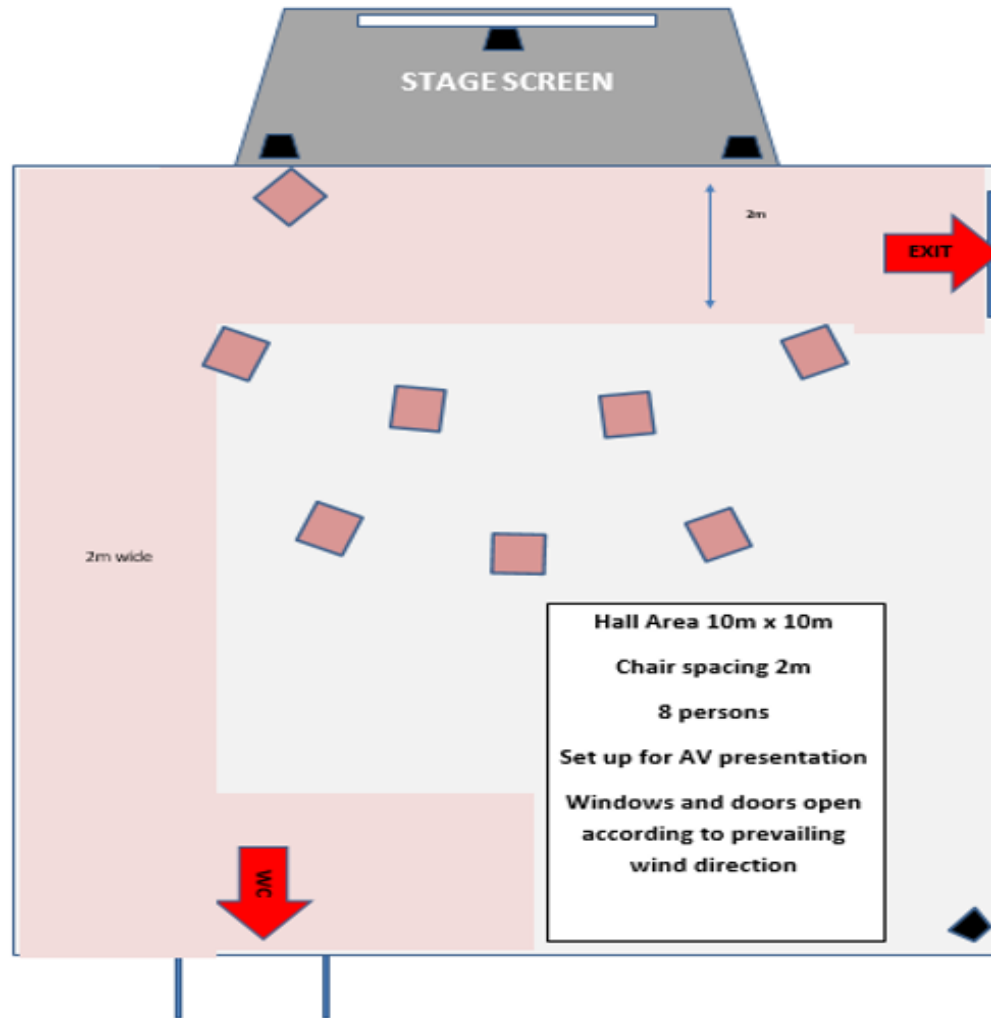
**These are the minimum actions, please attach any further COVID-19 Risks and actions you have identified for your event**

### Appendix 1. Seating layout 2m social distancing

Committee meeting layout for the Village Hall Bishopstone

Advance booking to allow seats to be allocated.

Seats are 0.5m wide spaced 2m knee to knee



Risk Assessment attachment



# Bishopstone Village Hall – 1<sup>st</sup> September 2020



## HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 48 hours** of visiting these premises alert NHS Test and Trace. Alert the hall committee and the organiser of the activity you attended. You must get a COVID-19 antigen test.
- 3. Maintain 2 metres social distancing as far as possible:** Observe the floor markings as you go through the entrance and observe the one-way system.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 7. Face coverings** must be worn unless an exception applies for your activity.
- 8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
- 9. After each activity organisers will clean door handles, tables, other equipment used, sinks and surfaces.** We cannot clean all surfaces at the hall between each hire.
- 10. Take turns to use confined spaces such as corridors, kitchen, and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 11. Keep the hall well ventilated. Close doors and windows on leaving.**
- 12. Wash your clothes when you get home** to reduce risk of transmission.

**The Hall is cleaned every Monday Morning**