



## Appendix for hirers COVID-19

<b>Activity:</b>	Appendix from the Laverton's Risk Assessment	<b>Assessed By:</b>	Lilly Bale
<b>Location:</b>	The Laverton Trust	<b>Approved By:</b>	Deborah Urch
		<b>Issue Date:</b>	23/09/2020
		<b>Revision Date:</b>	Constant review needed

Hazard	Consequences	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Total Risk	Additional Measures (Where appropriate)	Severity	Likelihood	Total Risk
Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall	<b>Contracting Covid 19</b>	<b>Hirers Volunteers Contractors Visitors Staff</b>	Groups to check with hall manager 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.				Groups are to be encouraged to bring their own equipment as long as they are PAT tested.  A decision will need to be made on how frequently cleaning should take place, based on an assessment of risk, and use of the building.			

<p>or equipment without cleaning.</p>			<p>Require each hiring group to clean surfaces that their group might use before their own users arrive, and to clean regularly used surfaces such as tabletops and sinks during the hire and to clean before they leave.</p>				<p>Some halls have the resources (staff, finance) to clean regularly used surfaces and equipment before hirers arrive which is ideal. Many village and community halls have part time or self-employed staff e.g. with other cleaning jobs working only a few hours per week, particularly halls serving rural areas which are used less frequently.</p> <p>This can mean that hirers let themselves in, are often responsible for putting out and stowing away the equipment they use and for cleaning the hall after use.</p>			
<p>Users do not maintain 2 m social distancing</p>	<p><b>Contracting Covid 19</b></p>	<p><b>Hirers Volunteers Contractors Visitors Staff</b></p>	<p>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.</p> <p>The latest Government advice is that if possible, to wear a face covering if in an enclosed space where social distancing is not possible and where coming into contact with</p>				<p>The kitchen is not available.</p>			

			<p>people that are not normally met.</p> <p>However, face coverings should not be taken on and off frequently, so while this is most relevant for crowded areas such as public transport it is preferable that in halls social distancing and good hygiene are maintained. Where, however, people will be working in proximity, and with older and medically vulnerable people, a face covering is advisable to protect those people.</p>							
Respiratory hygiene (Transmission to other members of group and premises)	Contracting Covid 19	Hirers Volunteers Contractors Visitors Staff	<p>Catch It, Bin It, Kill It. Groups to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitize hands.</p>				Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.			
Hand cleanliness (Transmission to other members of group and premises)	Contracting Covid 19	Hirers Volunteers Contractors Visitors Staff	<p>Groups to use sanitizer on entering and exiting the hall, to wash hands regularly using soap and paper towels.</p>							

Someone falls ill with COVID-19 symptoms (Transmission to other members of group and premises)	Contracting Covid 19	Hirers Volunteers Contractors Visitors Staff	Groups to follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.							
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### **HIRING ARRANGEMENTS**

Priority will be given to essential services and childcare services during the initial re-opening period and endeavor to arrange other hires around these. If that is not feasible without compromising COVID-19 secure guidelines the hall may have to remain closed for other hirers.
<b>Longer times between hires will be put in place</b> , to allow either the cleaner/caretaker to clean before their arrival or hirers to arrive up to half an hour earlier in order to pre-clean for their own use.
The cleaner/caretaker will need to be given expected arrival times for each hirer or other arrangements made to check sufficient supplies of sanitizer, soap, paper towels and cleaning materials.
During Step 3 social distancing will need to be maintained and vulnerable people protected. It is therefore unlikely that the full range of normal use will be possible. The Laverton working group will decide which hirers can begin to use the hall pending Government guidance
<b>Hirers will be given instructions, guidance and responsibility via special hiring conditions which should be attached to their usual hire agreement. These should be issued in writing and signed or accepted by the hirer in all cases. An electronic signature or email confirmation of the conditions is acceptable</b>
Hirers will be encouraged to seat or stand people side-to-side, rather than face-to-face, whenever possible with two empty seats (a distance of at least 1m and preferably 2m) between each person if seated. <b>If face-to-face placing is unavoidable a distance of at least 2 meters is required. Where possible hirers should encourage people to stay in groups, of say 6 to 8, to reduce transmission.</b> The Laverton can provide photos to help hirers work out how to arrange their meeting rooms. Drawings could be posted on noticeboards.
<b>Hirers will be asked to keep the hall well ventilated, opening doors and windows as far as possible, and will need to be reminded to close them all for security on leaving.</b>
It may therefore be necessary for the caretaker or a volunteer to check the premises at night for the first few weeks, to ensure everyone is remembering. Fresh air is preferable to mechanical ventilation.



**Explanatory Note:**

**Risk**

16-25	Very high (Do not proceed without authorization from the Directorate)
12-15	High
6-10	Medium
1-5	Low

**Likelihood**

Almost certain	Self-explanatory
Probable	More likely than not to occur
Possible	Has the potential to occur
Remote	Unlikely to occur
Improbable	Occurrence is extremely unlikely

**Severity**

Multi fatality	Self-explanatory
Fatality	Self-explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight.
Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles
Negligible impact	Self-explanatory