

**NORMANDY VILLAGE HALL COVID-19 RISK ASSESSMENT**

This Risk Assessment replaces the version dated 11 July 2020. It follows a period of limited but gradually increasing usage from mid-June to end of August, with many users due to return in September and October.

**Review date:** The Risk Assessment will be reviewed and updated as necessary to take account of changes in government regulations and guidance but in any case no later than **31 March 2021**.

**Note:** Advice from the government and PHE on how to keep safe during this crisis is being updated regularly, and Hirers must keep themselves informed of the changes as they are announced, and ensure that they comply with all relevant requirements.

Risk	Mitigation measures	Responsibility
People might book through the online booking system for activities which are still prohibited.	<p>Info for Hirers on website requires Hirers to check and comply with latest government rules. The booking system will not allow completion of a booking without Hirer viewing T&amp;C's, additional Special Conditions, and Risk Assessment, and confirming acceptance. NVH documents include links to up to date government guidance.</p> <p>Booking system will only take bookings from 1 Jan 2021. For 2020, NVH is liaising with Regular Users and Occasional Users with existing bookings to confirm arrangements, making changes manually as required, and requiring Hirers to confirm acceptance of and compliance with Special Conditions, Risk Assessment actions and government requirements.</p>	<p>NVH to update website information, provide a link to government guidance site, and include requirement in additional Covid-related terms &amp; conditions.</p> <p>Hirers are responsible for checking that their activities are permitted, using links provided by NVH, information and checking for information relevant to their own activities on gov.uk Covid-19 pages and guidance from any national or specialist body for their activity. They should do this again as the date of their event approaches in case the rules have changes.</p> <p>RB</p>

	For 2021, NVH Chair will continue to review all bookings as the date approaches and liaise with Hirer if there are any concerns about proposed activities in the light of current Covid restrictions .	RB
Infection might be spread via people's breath.	<p>Social distancing must practised in accordance with current government guidelines. NVH has designed Covid-19 secure processes to achieve social distancing as set out in the following actions.</p> <p>Face coverings must be worn in accordance with government guidelines. Currently face coverings should be worn prior to entering NVH and kept on at all times except as set out in the guidance. The section on when a face covering need not be worn covers a range of topics including children, disabilities, and undertaking exercise or other activities where face coverings would negatively impact one's ability to do so.</p>	<p>Hirers must check guidance regularly including:</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing">https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing</a></p> <p><a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering</a></p>
Hall capacity limits under normal terms of hire would breach social distancing requirements.	<p>Hirers must comply with Government social distancing rules in force at any particular time.</p> <p>NVH Special Conditions include an annex with guidance on the implications of social distancing at 2m and 1m for capacity of Main Hall, Small Hall and Meeting Room, but in practice it will depend on layout and circulation needed for individual activities, so Hirers must consider their specific arrangements.</p> <p>NVH guidance also highlights rules about inter-household contact with links to government</p>	<p>Hirers are responsible for restricting their participant numbers according to their specific circumstances to enable compliance with social distancing rules.</p> <p>Hirers must check the NVH website and government guidance as dates for their events approach to make sure they are aware of and will comply with the latest rules and guidance.</p> <p>Hirers must remind their guests of the need to comply with social distancing rules and limitations on socialising beyond their household and any associated "bubble".</p>

	guidance on “what you can and can’t do”.	
People may breach social distancing rules at entrances to NVH	<p>Entry to and exit from Main Hall is via entrance opposite children’s play area, using footpath from main car park and designated road crossing point.</p> <p>Entry and exit for Small Hall, GOG Room and Meeting Room is via entrance opposite main car park.</p> <p>2 metre markers have been placed on the NVH pathways to both entrances, and notices have been erected to show people the way to their venue from the car park.</p> <p>Individual Hirers should consider further arrangements appropriate for their events (eg staggering arrival / departure times, appropriate distance between participants waiting to enter, placing an organiser in the car park to control numbers approaching NVH, etc). They may wish to use patio doors as part of a one way system eg for exhibitions, but participants from each Hall must remain on their patio area and not encroach on the other Hall’s area.</p>	<p>Hirers must ensure their participants are aware of and understand the route they should take to access their venue.</p> <p>Hirers are responsible for organising and implementing appropriate additional arrangements for their events.</p>
Main Lobby could get congested as it is used for entry to Small Hall, GoG Room, Meeting Room, Small Kitchen, Ladies, Gents & Accessible Toilets, Stage Door, and contains a sanitation station. Social distancing could be breached.	<p>Hirers to consider appropriate arrangements for ensuring that their participants do not linger in the Main Lobby. This could include queuing for toilets inside relevant Hall at times of high demand.</p> <p>Hirers must permit NVH to give contact details for a designated member of their group to any other</p>	<p>Hirers and individual participants.</p> <p>NVH (BH) and Hirers</p>

	<p>groups using other parts of NVH during the same time slots. Hirers must liaise with each other eg to stagger breaks during their activities.</p> <p>NVH to consider whether there may be a need to require Hirers to book both Halls for certain types of event.</p> <p>NVH has displayed notices in key places reminding people of the need to observe social distancing.</p>	<p>Hirers</p> <p>NVH Board to review as permitted activities increase. BH to monitor bookings for potential issues and discuss with RB as necessary.</p> <p>Hirers to display notices and make announcements at their events as appropriate.</p>
Kitchens and toilets are limited in space and layout has pinch points.	<p>NVH has displayed notices in key places reminding people of the need to observe social distancing.</p> <p>Hirers of Small Hall, Meeting Room &amp; GoG Room may need to liaise to stagger times they will access Small Kitchen. There is a hatch from Small Kitchen into Small Hall which reduces the need for people in the kitchen. Hirers unwilling to share may bring their own crockery, utensils etc and serve refreshments from a table in the room they have hired.</p>	<p>Hirers to display notices and make announcements at their events as appropriate.</p> <p>Hirers to take responsibility on the day, working together cooperatively.</p>
Infection is more likely to spread if high standards of cleanliness and hygiene are not maintained.	<p>NVH is professionally cleaned overnight 7 days a week when Hall is fully open. During any periods of partial opening, this cleaning will be arranged overnight before each day users are due in. Particular attention must be paid to Covid-19 risks, including high frequency touch points.</p> <p>NVH provides sanitiser stations in the lobbies at both entrances, as well as paper towels and hand sanitiser</p>	<p>NVH (RB) confirms any changes of dates with Hodge Services.</p> <p>Hodge Services responsible for cleaning according to contract.</p> <p>NVH (JP) liaises with individual cleaner as necessary at day to day level.</p> <p>NVH (JP)</p>

	<p>and/or soap in all toilets and both kitchens. Notices about the need to maintain hand hygiene are displayed at key places in NVH.</p> <p>Hirers and / or their participants should provide additional sanitiser stations, anti-bacterial wipes etc as necessary for their activities and to comply with cleaning requirements under NVH's Special Conditions. Hirers must bring own tea towels.</p> <p>All Hirers are required to clean up any spills etc and leave all facilities clean and tidy at the end of their sessions.</p> <p>Door, cupboard &amp; drawer handles, light switches, window catches etc must be cleaned regularly when in use.</p> <p>All surfaces in kitchens and toilets (including basins, taps, toilet handles and seats) must be cleaned by Hirers before and after participants arrive and depart except first thing in the morning when contract cleaning has taken place and last thing in the evening when contract cleaners are due in.</p> <p>All equipment used, including NVH tables, chairs, etc and Hirers' own equipment, must be sanitised before and after use. Hirers MUST clean any tables and chairs from the storage cupboards at the end of their session irrespective of time of day as contract cleaners do not clean these.</p> <p>Soft furnishings and equipment cannot be readily</p>	<p>Hirers and individual participants</p> <p>Hirers</p> <p>Hirers</p> <p>Hirers must have a named person responsible for ensuring this is done at each of their events within their booked timeslot.</p> <p>Hirers.</p> <p>Hirers</p>
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	<p>cleaned between use and should be avoided unless appropriate measures are in place. All Main Hall and Small Hall chairs are hard and can be cleaned with normal domestic products. Use of Meeting Room chairs with cushioned seats is prohibited at present. Hard chairs have been brought up from MH and SH so that each venue has sufficient hard chairs for its maximum capacity under social distancing rules.</p> <p>Carpet is harder to keep clean than hard floors. The Meeting Room must therefore not be used for sports, keep fit, or other activities involving physical exertion and /or participant proximity to the floor.</p>	
<p>Small children may not understand and comply with COVID precautions.</p>	<p>Children must be supervised by staff or parents at all times. Hirers should consider whether they need to make special arrangements to reduce children’s contact with other users and to enable hand hygiene to be maintained throughout their sessions.</p> <p>The Accessible Toilet is reserved strictly for the use of disabled people, children attending childcare and early years settings accompanied by staff, baby change, and access to the First Aid box. A notice has been placed on the door.</p>	<p>Hirers</p> <p>Hirers</p> <p>NVH (RB/IR) to update notice on Accessible Toilet door</p>
<p>Someone might bring Covid-19 infection into NVH.</p>	<p>Hirers must obtain contact details for all attendees prior to or upon entry to NVH. They must keep these records for 21 days and assist government track and trace operations as requested.</p> <p>NVH has posted “Covid-19 Secure” notices at entrances and in the venues to alert Hirers and their</p>	<p>Hirers.</p> <p>Hirers</p>

	<p>guests to the requirements, including that they may not enter the building if they are unwell.</p> <p>Hirers must be vigilant at all times and if anyone displays Covid-19 symptoms, they must be sent home as soon as possible. If they need to be collected, they should be moved well away from other people (minimum 2m), outside if possible. The activity should cease and participants asked to leave.</p> <p>Hirers must advise NVH (Hall Manager 07836 250099) immediately if any of their participants becomes unwell on the premises with Covid-19 symptoms.</p> <p>When alerted to the presence of anyone with Covid-19 symptoms at NVH, Hall Manager will arrange cleaning of the parts of the building which the person has used in accordance with <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>. Hall Manager will also arrange closure of relevant parts of the building for 72 hours, liaising with Booking Secretary to notify other Hirers as necessary.</p>	<p>Hirers.</p> <p>Hirers</p> <p>JP</p> <p>JP &amp; BH</p>
<p>A wide range of different risks may arise specifically related to Hirers' activities.</p>	<p>Hirers must carry out individual risk assessments taking account of government requirements and guidance, guidance from any relevant national or professional body, and their own expertise. This should include precautionary measures such as appropriate ventilation* (natural as opposed to air</p>	<p>Hirers</p>

	<p>conditioning where possible), avoiding the need for shouting by minimising noise, use of face coverings as recommended in communal enclosed spaces, etc.</p> <p>*The best ventilation can be achieved by using the patio doors in the Main and Small Halls, and windows in the Meeting Room. The Main Hall also has high level windows to assist air circulation and replacement. In colder weather, if it is not practical to keep doors and windows open continuously, they should be opened at regular intervals appropriate for the activity taking place. Hirers must ensure that doors and windows are securely closed at the ends of the session.</p>	
<p>Potential for legionnaires' disease in underused buildings.</p>	<p>In the event of any significant period of closure measures will be taken as advised by the Chartered Institute of Environmental Health , including emptying hot water tank will be emptied and flushing water through.</p>	<p>NVH using guidance in CIEH leaflet "Legionnaires' disease: lockdown risks and reopening safely" (JP)</p>