

TOWNSHEND HALL COVID-19 RISK ASSESSMENT

HAZARDS

1. key safe
2. all door handles
3. all furniture
4. toilet and hand basin surfaces
5. kitchen
6. hand towel holders
7. toilet roll holders
8. fire door handles and hand rail
9. piano
10. waste disposal
11. People too close together
12. cleaning systems

WHO MIGHT BE HARMED

Any surface that could support Covid-19 virus is a potential risk to any hall user. As this is a community building it is vital that careful steps are taken to minimise risk for all users

WHAT IS BEING DONE TO CONTROL THESE RISKS

1. All hall users contacted before first use with list of new health and safety guidelines which they must acknowledge they are happy with before key safe code given to them. Cleaning the key safe to be on the cleaning check list issued to each hall user and cleaner.
2. Posters outlining sanitise, clean, hand wash to be placed at hall entrance and in toilet area - sanitisers next to the main door means anyone who has touched the door handle can immediately sanitise, the same applies to the toilet. (done Aug 28)
3. Hall cleaners to be advised to clean all furniture and the toilet and hand basin, thoroughly cleaning and disinfecting the toilet and hand basin area and all furniture to be on the cleaning check list. The toilet roll and paper towel holders will also be on the cleaning check list. Hall users to set up their own furniture using only the furniture in the hall (15 chairs and 8 tables) but leave used furniture out after use. The hall cleaner will clean, disinfect and put away the furniture.
4. Gloves and cleaning supplies available in main hall so that any hall user can clean/ disinfect surfaces, furniture etc as outlined above. (Done Aug 28)
5. Kitchen facility is no longer included within hire of hall, kitchen door to be rehung (August 22 done) and a notice placed on the door advising people not to enter. If anyone should need to enter then they must let a committee member know ASAP. Users must bring their own refreshments with them and not leave any in the hall.
6. Users to be advised that in line with government guidance masks to be worn at all times in the hall. Users will have to provide their own, group leaders to be advised that they should bring along spares as necessary.
7. Only one toilet (with disabled facility) to be open, a table will be placed in the entrance to the second toilet to prevent use and provide a hand sanitisation station. Hall users to be advised that people should not be allowed to queue in the corridor leading to the toilet but to wait in the main hall until the previous person returns from the toilet area.
8. Anyone hiring the hall must check the the hall is clean before starting an activity. Extra time will be allocated to allow for this.

9. Cleaning of the hall by the hall cleaning team to be arranged after each use, cleaners will be on a rota and given a check list of what should be cleaned and how. Cleaning times list to be kept in the hall so that anyone can see when the most recent clean took place. Cleaning check list to be sent to all hall users.
10. A bin to be placed in main hall, bin liners used and will be emptied after each use. Users to be asked to remove their rubbish if at all possible.
11. It will be the responsibility of the piano player to clean and sanitise the piano after use, do not touch the piano unless you have booked to use it and checked conditions of hire.
12. All users will be advised that **the maximum number of people allowed in the hall at any one time will be limited to 12** unless it is an exercise class in which case the limit is by agreement with the trustees in advance. This will ensure people can socially distance by remaining 2m apart at all times. Specific exercise class information will be sent to instructors. There will be taped marks on the floor to show where furniture or exercise mats should be placed to ensure that people are at least 2m apart at all times. Anyone running an exercise class must check with Sarah and accept the hall's exercise class policy. All users must check that social distancing is possible for their activity and that people attending will not mix outside households but remain 2m apart and wear masks.
13. **All people who enter the hall must legally leave a written (name, phone number or email) contact for track and trace and use the NHS QR code if possible. These will be collected at the end of each hire and kept securely for 21 days.** This will be on the table with the hand sanitiser by the main entrance.
14. Someone may become ill with covid or be asymptomatic whilst at the hall. All users to be advised that anyone who thinks they may be ill must not attend the hall. Should anyone be taken ill at the hall, they must leave, everyone else in the building must be informed so that they can isolate. Sarah must be told immediately, the hall will then be shut for a 14 day period and deep cleaned before any reopening is considered by the Trustees.

WHAT OTHER ACTION REQUIRED

1. regular updates for all hall trustees
2. appoint a trustee(s) to oversee these actions - SCh
3. cleaning check list to be produced and handed to all users and displayed in hall
4. purchase of cleaning supplies to be constantly reviewed
5. THE HALL WILL NOT BE OPEN UNTIL ALL THE ABOVE IS IN PLACE

WHO WILL CARRY OUT ACTION

1,2,4,6, 9,10, 11 12 13 14 SCh
 3,5 ,8 KWa
 7,9, 14 hall hirers

WHEN WILL ACTION BE DONE

1 - 13 - to be completed during August before opening

All actions are consistent with current government guidance - should guidance change then Townshend Hall policies will change in line with new directives. This may happen at short notice.

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