

## HEALTH AND SAFETY POLICY - TOWNSHEND HALL COVID-19

The following is in addition to the existing health and safety policy for Townshend Hall.

All Hall users must accept and abide by the following guidance

1. Number of users - ***the maximum number of people to be in the hall at any one time is 6***, it is the responsibility of the hirer to make sure that social distancing is possible at all times in the hall, this will vary with different activities. A separate exercise policy details the requirements for such activity. Please make sure you check current government guidelines and use the hall in line with these.
2. Social distancing - Users should be aware that maximum numbers are calculated to allow social distancing of 2m at all times. Please check that furniture etc is correctly placed to ensure distancing. If necessary look carefully at the tape marks on the floor.
3. Masks should be worn at all times whilst inside the hall. The person who has hired the hall must ensure that no one is allowed in without a mask.
4. Users should control entry and exit to the hall so that people do not crowd at the door and are kept apart, for example by each person having an arrival time or by forming a distanced queue. Also leaving the building should be controlled to allow distancing at all times.
5. ***All people entering the hall must legally leave a name and contact details for the purposes of track and trace. The NHS Test and Trace QR code together with a contact details form are on the table next to the door, please leave the form there, and it will be removed and held for 21 days by Sarah Chapman. Bring your own pen.***
6. Users are advised that frequent hand sanitising or hand washing is very important - hand sanitisers are available by the main entrance and also adjacent to the toilet and should be used after entering the building or exiting the toilet. Townshend Hall uses sanitisers of at least 65% or above alcohol content. Anyone entering the building should sanitise immediately and again before departure. Frequent hand washing and sanitising should be encouraged throughout use.
7. Users are responsible for checking the hall and the cleaning check list prior to the start of the booking. Users must satisfy themselves that everything is clean and ready before any group or activity starts. The hall will be cleaned after each booking, there will be a cleaning record check sheet on the main notice board which will be updated each time the hall is cleaned. Please check that you are satisfied this has been done when you first arrive.
8. If a user books the hall for more than one group people (eg. if teaching more than one class in succession) it will be the responsibility of the user to clean the hall between the different groups. In this situation please use the hall's cleaning check list and the cleaning materials provided.
9. Use only the furniture available in the hall - this will have been thoroughly cleaned. If you have touched something outside the main hall or toilet area please let Sarah know ASAP so that it can be thoroughly cleaned.
10. The kitchen is now out of bounds - all users should bring all their own refreshments. The kitchen area may not be disinfected between users - keep the door closed please.
11. The heating will be set for you if it is required - please do not attempt to change any of the settings as that might adversely affect another user.
12. The store room is out of bounds. Please let us know in advance if you need any items from the store room. We are not using cushions - please feel free to bring your own.

13. Check that you are aware of the new location of the first aid kit, this is now on the piano and if any item is used or an accident occurs please note it in the book and let Sarah Chapman know.
14. Only one toilet is in operation, please encourage people not to queue in the corridor leading past the kitchen to the toilet but to wait in the main hall where social distancing can be observed. There is a hand sanitiser point adjacent to the toilet for use before and after entering the toilet room.
15. To ventilate the hall please use the doors, there is a block to keep open the rear fire door, a door stop to hold the door at the top of the ramp and another for the main entrance doors. There is a window in the toilet that can be left open to help with ventilation. It is not possible to open the hall windows. Please make sure that the outer doors are closed before departure.
16. Please take any rubbish away with you.
17. If you need any extra furniture or have any problems let Sarah Chapman know immediately. Please make sure that furniture or exercise mats are carefully placed in the spaces clearly marked out on the hall floor.
13. Only assistance dogs are allowed in the hall, no other pets.
14. The hall's own risk assessment and cleaning policy are available to view and these and this policy are displayed in the hall. Any organised group using the hall must have their own risk assessment which should be shown to hall trustees who will hold a copy.

This policy is based on current government guidance and may need to change should government guidance be changed. This may happen at short notice.

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