

# BRIGHTLING VILLAGE HALL

## Covid-19

### Premises Assessment & Guidance Notes

Brightling Village Hall

Brightling, Robertsbridge TN32 5HA

Report compiled by Nicola Magill 1<sup>st</sup> September 2020

## **Introduction**

This premises assessment has been carried out as a response to the COVID 19 pandemic and the subsequent requirement by HM Government and Public Health England that all workplaces are subject to a 'COVID secure' risk assessment. It is important to understand the best way to avoid any contamination from premises is not to use it. However, from an economic/social perspective this is not desirable, so central government has decreed that premises are reopened subject to careful management.

For the purposes of this report, the phrase 'workplace' includes premises' where people go to do a job such as an office, shop, warehouse or factory et cetera, it also includes premises where members of the public may go as part of their leisure activities. This includes Village Halls.

For the purposes of this report, the person or organisation who owns/manages the premises is referred to as the Responsible Person – using terminology from the health and safety law.

## **Disclaimer.**

This report has been written using information available from HM government, Public health England, and a variety of trade and industry sources. It was correct as of the date of writing. No responsibility will be accepted for changes in legislation or guidance subsequent to the writing of this report.

## **1. Summary**

Brightling Village Hall is a community asset which is managed by a local Committee. They are to all intents and purposes the responsible person, and it therefore falls to the Committee to ensure, so far as reasonably practicable, the health safety and welfare of all those who use the Hall. There is no individual liability to any Committee member, all the Committee needs to do is to show they have been diligent in carrying out a Covid assessment and communicating it to all interested parties.

Brightling Village Hall has been closed for many months; the Committee is seeking to reopen it to local clubs and groups in line with government recommendations. The building has been recently refurbished and consists of the main hall, kitchen and a female and male WC.

There is an outside play area available for use to the hirers of the Hall.

The use of PPE/wearing masks is outside of the remit of this report. The need for any PPE is to be considered by individual hirers dependent upon their activity.

## **2. Health certification.**

The first and most important part of reducing the spread/the risk of exposure to COVID 19 is to have all Hall users to confirm the contents of the health declaration. This is self certification – the intention is they do this as soon as they wake up – certainly before they leave their home to come to the Hall. They should be given clear instruction if they feel unwell with any of the specified symptoms they are not to come to the Hall.

## **3. Personal hygiene.**

The next most important thing is the use of hand sanitiser. It is recommended that bottles of hand sanitiser are located at the entrance of the Hall for all users to use as soon as they enter the building. This will mean that as they enter the Hall, their hands are clean. This reduces the necessity to wipe surfaces every time someone has touched them. It is recommended that all user groups supply their own sanitiser for their own use.

A simple set of rules has been written – It is recommended that these are given to all user groups, including casual hirers. This will include toilet etiquette.

## **4. General**

The notices on the Hall noticeboard cannot be properly cleaned so should be removed. Any signage on the board should be laminated so it can be wiped clean.

## **5. Use of Hall**

It is incumbent upon the hirers to ensure their own activities do not contravene any guidance regarding social distancing etc.

In order to prevent the build-up of people around the front entrance, particularly at the of a hire, it would be prudent for people to exit via the back doors. (This procedure may be dependent upon the weather) This will in effect create a form of one-way system. (See also Para 8)

It is to be a requirement that all hire clubs/groups provide their own risk assessment to the Village Hall Committee prior to being allowed to hire at this time. The risk assessment will concentrate solely on their own activities and will need to demonstrate they have considered as far as reasonably practicable, any social distancing and extra precautionary measures. (Guidance on this can be obtained from Nicola Magill 07799 846299)

**6. Use of toilets.**

Ladies & Gents toilet.

The toilets will not be available for use by the Hirers.

The Gents toilet is to be used as the Covid Isolation room in the event of a person showing symptoms of Covid cannot leave the Village Hall immediately.

**7. Use of kitchen.**

The kitchen will not be available for use by the Hirers.

**8. One-way systems**

There is no specific requirement to have a one-way system within the building. The only pinch point is the entrance – any build-up of people can be alleviated by using the fire exits to the rear of the building.

**9. Furniture**

It is recommended that the hard parts of any seating i.e. frames or backs of chairs etc are wiped down using an antiseptic spray and disposable cloth before use as a matter of routine.

**10. Cleaning**

The hard surfaces of the Hall that may be touched by multiple persons i.e. light switches, door handles, shelves, tables etc should be cleaned with antiseptic spray and disposable cloth after every use. Hall hirers may be advised to wipe the handles and light switches et cetera at the beginning of their hire period/session.