

**Report to:** Stapeley & District Parish Council

**Date of Meeting:** 21 June 2021

**Subject:** Community Hall Risk Assessment  
Recommendations from the working group

## 1 Report Summary

The report provides an update in respect of the measures which need to be put in place to ensure the safe re-opening of the Community Hall.

The working group of Members (Councillors Councillors S Ford, A Jacobs, J Gibbs, M Docker and J Hillman) was appointed by the Parish Council on 19 April 2021, to review documentation received from the Community Hall clients. To date, only one client has provided her risk assessment, and this is now enclosed, as an appendix.

## 2 Recommendations from the Working Group

Measures which the Council needs to introduce at the Community Hall:

- 1) To order and install the following equipment:
  - Hand sanitiser x 7 large bottles to be accessible all the time to include the three toilets, kitchen, entrance hall, fire door by MUGA – exit, entrance to main hall.
  - Signage – Councillor Gibbs to print and laminate to be provided as follows:
    - Hand washing by the basins x 4 (ladies', men's and disabled toilet basins and the kitchen sink)
    - One person per booking in the kitchen and 1 for the kitchen door
    - Councillor Jacobs to design and forward to Councillor Gibbs.
    - Two-metre distance reminders signs - x 4 posters, A3 or A4
    - 'Masks to be worn when indoors' poster x 4
    - 'Toilets not in use' sign x 2 – Councillor Jacobs to design and forward to Councillor Gibbs.
    - Floor markings not required.
    - Complete Fire Risk Assessment actions
    - Review own COVID Risk Assessment
  - Changes to the use of the hall:
    - Only the disabled toilet to be used (male and female toilets NOT to be used).
    - Kitchen can be used but only by one person per booking and MUST be thoroughly sanitised; all equipment washed satisfactorily, at the end of each booking.
    - If one-way system is required, then the fire exit next to the Multi-Use Games Area (MUGA) is to be used. (Not clear if it is the Parish Council or clients who provide signage.)
    - At the end of the booking, all clients MUST sanitise all surfaces and hall equipment which is touched during the course of the booking, including toilets; sinks and wash basins; door handles; doors; windows must be closed and handles wiped; tables; cutlery; chairs and all surfaces.
    - Any casual users must provide their own risk assessment and adhere to the output measures in the hall's risk assessment and must allow 4 clear weeks between the booking and the event for the Council to consider their risk assessment.
    - Hirers are to provide their own First Aid equipment.

- Persons showing symptoms of Covid and Track and Trace.
    - A QR code has been provided for Track Trace purposes alongside hirer's own attendance records.
    - Hirers should ensure that all attendees displaying symptoms (or member of household/bubble) within the previous 14 days are not allowed to attend without a negative COVID test and agree to inform the Clerk to the Parish Council immediately if symptoms manifest within 7 days of any activity or known contact with someone who has positive COVID test.
    - Risk Assessment must have a contingency to deal with someone showing symptoms during an event/hire.
    - If someone shows symptoms at the event, or within 14 days of attending an activity, or someone attending has contact with a confirmed or suspected case, the Clerk to the Council must be informed as soon as possible.
    - Clients are required to maintain contact data for those who attend. This must be kept and provided to the Council and UK track and trace if requested.
  - Inform the Parish Council's insurers that the hall has re-opened.
  - Flush all of the water systems for Legionella.
  - Request cleaning to be undertaken twice a week?
- 2) To add a 'Covid Addendum' to the Terms and Conditions to include
- a. Before the booking is confirmed, the hirer must receive confirmation that the Council has seen their Covid Risk Assessment.
  - b. Only use the disabled toilet
  - c. Kitchen can be used but only by one person per booking, and MUST be thoroughly sanitised, and all equipment washed satisfactorily, at the end of the booking.
  - d. If one-way system is required to be used, then the fire exit next to the Multi-Use Games Area is to be used. (Is it the responsibility of the Parish Council or the client to provide signage?)
  - e. At the end of the booking, all users MUST sanitise all surfaces and hall equipment which is touched during the course of the booking, including toilets; sinks; door handles; doors. All windows must be closed and handles wiped; tables; cutlery; chairs and all surfaces using cleaners containing at least 70% alcohol.
  - f. Any casual users must provide their own risk assessment and adhere to the output measures in the hall's risk assessment and must allow 4 clear weeks between the booking and the event for the Council to consider their risk assessment.
  - g. Hirers are to provide their own First Aid equipment.
  - h. A QR code has been provided for Track Trace purposes alongside hirer's own attendances records.
  - i. Hirers should ensure that all attendees displaying symptoms (or member of household/bubble) within the previous 14 days are not allowed to attend without a negative COVID test and agree to inform the Clerk to the Parish Council immediately if symptoms manifest within 7 days of any activity or known contact with someone who has positive COVID test.
  - j. The Risk Assessment must have a contingency to deal with someone showing symptoms during an event/hire.
  - k. If someone shows symptoms at the event or within 14 days of attending an activity, or someone attending has contact with a confirmed or suspected case, the Clerk to the Council must be informed as soon as possible.
  - l. Clientys are required to maintain contact data for those who attend, this must be kept and provided to the Council and UK track and trace if requested.

- 3) To have site of all users' risk assessments and ensure the following areas have been considered:
  - a. Consideration for hand sanitising on arrival
  - b. Use of masks
  - c. Cleaning regime and a designated / responsible (named) person for cleaning
  - d. What will be done if someone shows symptoms?
  - e. How they will mitigate the risks of spreading Covid during their activities
  
- 4) Oversight – 'spot checks' of clients.
  - a. Using at least 70% alcohol cleaning products
  - b. Watch cleaning regime
  - c. Ensure all wearing masks and socially-distancing
  - d. Stated capacity limits are not being exceeded.

What we are asking the Users for:

A risk assessment that is based on government guidance for the activity in question. At a minimum it must ensure the controls outlined in the Parish Councils' Risk Assessment are addressed and give consideration to, but not limited to, the following:

- a. Capacity limits to maintain social distancing and how would deal with excess.
- b. Design out social interaction where possible
- c. Consider pinch points and the need to implement a one-way system.
- d. Require users to where a face covering unless exempt.
- e. Demonstrate the cleaning regime to be used.
- f. How will maintain ventilation.
- g. Plans for rubbish disposal.
- h. Actions to be taken if someone at an event/hire shows signs or symptoms of Covid.

Notes prepared by Councillor J Hillman on behalf of the Working Group.