EXTRA CONDITIONS ATTACHED TO YOUR BOOKING

DUE TO THE CORONA VIRUS PANDEMIC, COVERDALE MEMORIAL HALL COMMITTEE

ASK YOU TO IMPLEMENT THE FOLLOWING ADDITIONAL CONDITIONS

1. Ensure that everyone attending your activity or event understands that they **must not do so** if they, or anyone in their household, has COVID-19 symptoms.
2. Record the people in attendance at your event, along with a contact number for Track and Trace purposes. These MUST be retained for 21 days.
3. All attendees must wear face coverings on entering the Hall unless exempt. Wearing of these face coverings during the event/activity should be Risk assessed by the Event Organiser as to whether it would hinder the activity, and whether government social distances can be maintained.
4. Observe social distancing, as per the government guidelines, while entering, occupying and leaving the Hall and at all times.
5. You are responsible for cleaning key lock, door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire, with antibacterial cleaner, before other members of your group arrive and before departing. Plastic apron/gloves and cleaner are provided.
6. Leave all curtains & blinds open, do not touch.
7. You should keep the premises well ventilated, with windows and doors open, as much as possible.
8. Complete your own risk assessment beforehand for your event. (Blank form below for your use – guidance is available from Jenny Walker)
9. Bring and take away, your own tea towels and dish cloths. J-cloths and paper towels are provided.
10. Use only the two marked open toilets to help with social distancing.
11. Take away ALL your rubbish including from the kitchen and toilets.
12. The stage must NOT be used.
13. Seat pads must NOT be used.
14. Hirers should reduce numbers of people in the kitchen to 4 and to not allow more than 25 people in the Memorial hall and 10 people in the annexe at all times.

Name of Event / Activity and Date if a One-off or Frequency if Recurrent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature or Typed Name of Event Organiser accepting these conditions and date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BLANK Risk Assessment for HIRERS of Coverdale Memorial Hall – Covid-19 July 2020**

This document must be completed by anyone booking and using the Coverdale Memorial Hall facilities. It is to be used as a guide to help produce your own Covid-19 risk assessment for the hall and your event. This is one of the conditions for hire and **MUST** be completed to mitigate risks and avoid any infection transference. The Event organiser uses the hall at their own risk. The Memorial Hall accepts no liability of incident or COVID guidance not being followed.

A key part of **YOUR** risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 1 metre. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system, with people managing entry and exit.

The Memorial Hall committee has marked and closed certain areas to avoid infection and has reduced the numbers of toilets in use. All dish cloths, tea towels and additional soft furnishings have been removed. Additional cleaning materials and aprons are provided for organisers to clean the hall before and after their use. Signage is in place to warn the general public but hirers can add their own signage as required. Hand sanitisers are installed inside the entrance of both the hall and the annexe.

Important Notes:

1. The Covid–19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. Please visit Community First Yorkshires dedicated [**webpage**](https://communityfirstyorkshire.org.uk/coronavirus/re-openingafterlockdown/) for up to date guidance and information on reopening.
3. This document is not intended to be comprehensive and it is not a substitute for independent professional and/or legal advice.
4. This risk assessment should be completed by the hirer and returned to [jennywalker.jw@gmail.com](mailto:jennywalker.jw@gmail.com)

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| **Area of Risk** | **Risk identified** | **Actions to take to mitigate risk** |
| **Event organiser**      *Identify what activity or situations might cause transmission of the virus and likelihood people could be exposed* | Cleaning surfaces infected by people carrying the virus.  Disposing of rubbish containing tissues and cleaning cloths.  Deep cleaning premises if someone falls ill with CV-19 on the premises.  Event organiser and attendees  who are either extremely vulnerable or over 70. |  |
| **Attendees**    *Think about who could*  *be at risk and likelihood. Public could*  *be exposed – what are you going to do to mitigate the risk?* | Attendees not adhering to social distancing  Wearing face coverings are mandatory in Community Buildings  An attendee contracts the virus within 7 days of your event  Attendees at the event should be recorded, along with a contact number for Track and Trace purposes and these details be retained securely by the organiser for 21 days. |  |
| Car Park/paths/ patio/exterior areas  *Think about who could*  *be at risk and likelihood. Public could*  *be exposed – what are you going to do to mitigate the risk?* | Social distancing is not observed as people congregate before entering premises.  People drop tissues. |  |
| Locking and unlocking the hall  *Think about who could*  *be at risk and likelihood. You the hirer, could*  *be exposed – what are you going to do to mitigate the risk?* | Transfer of virus through key lock |  |
| Entrance Hall/Lobby  *Think about who could*  *be at risk and likelihood. Public could*  *be exposed – what are you going to do to mitigate the risk?* | Social distancing is not observed in a  confined area  Contamination of door handles and light switches |  |
| Main hall  *Think about who could*  *be at risk and likelihood. Public could*  *be exposed – what are you going to do to mitigate the risk?* | Door handles, light switches, window catches  Tables, chairs. Projection equipment. Screen.  Window and stage curtains.  Commemorative photos, displays.  Social distancing to be observed  Planned activity – making social distancing difficult. – how will you mitigate against the risk  Equipment needed for planned activities |  |
| Annexe  *Think about who could*  *be at risk and likelihood. Public could*  *be exposed – what are you going to do to mitigate the risk?* | Social distancing more difficult in smaller areas  Door and window handles, light switches, tables, chair backs and arms.  Piano and bookshelves  Blinds  Planned activity – making social distancing difficult – how will you mitigate against the risk  Equipment needed for planned activities |  |
| Serving Drinks/Food  *Think about who could*  *be at risk and likelihood. Public could*  *be exposed – what are you going to do to mitigate the risk?* | Covid19 contamination  Hot produce - burning  Food/drink allergies  Transfer of money  PUT THIS SECTION AFTER THE KITCHEN AND FIELD AND TOILETS BUT BEFORE STALLS |  |
| Using the field  *Think about who could*  *be at risk and likelihood. Public could*  *be exposed – what are you going to do to mitigate the risk?* | Social distancing not followed  Planned activity – making social distancing difficult – how will you mitigate against the risk  Equipment needed for planned activities  Attendees drop litter |  |
| Using the Kitchen  *Think about who could*  *be at risk and likelihood. Public, you the event organiser and your volunteers/members could*  *be exposed – what are you going to do to mitigate the risk?* | Social distancing more difficult  Door and window handles  Light switches  Working surfaces, sinks, cupboard/drawer handles.  Fridge/freezer  Crockery/cutlery  Kettle/hot water boiler  Cooker/Microwave  Waste bins  MOVE THIS SECTION BEFORE FIELD |  |
| Using the toilets  *Think about who could*  *be at risk and likelihood. Public could*  *be exposed – what are you going to do to mitigate the risk?* | Social distancing difficult  Door handles  Light switches  Basins  Baby changing and other surfaces  Toilet pans/seats/urinals  Rubbish in waste bins |  |
| Stalls – selling produce  *Think about who could*  *be at risk and likelihood. Public and you could*  *be exposed – what are you going to do to mitigate the risk?* | Cross contamination of people lifting and looking at products  Payment  Cleaning of products before sale  Returning of unsold produce  Home-made produce – food allergies |  |

[A copy of the Coverdale Memorial Halls – Covid-19 Risk assessment can be provided upon request.](file:///C:\Users\Jenny\Downloads\CMH%20-%20Risk-assesment-for-Community%20Hall%20v02.pdf)