

MISTERTON WITH WALCOTE COMMUNITY TRUST

Reg'd charity nr: 1063620 <http://www.walcotevillagehall.com>



Secretary of Trustees

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CORONAVIRUS - TRACK AND TRACE

In order to maintain control of the COVID-19 virus at Walcote Memorial Hall, we require all user groups to complete the 'Track and Trace Form' for each event held in the hall.

If any member of your group is not willing to provide their contact details, they should be excluded from attending. User details will be used exclusively for the purposes of virus control and will be held for a period of 21 days.

The completed form can either be emailed to walcotevillagehall@btinternet.com or posted to the above address.

The Group leader must ask every member of their group to follow all the prescribed guidelines and in the event that they have symptoms, not to enter the hall premises. If they have attended a class and have since developed symptoms, they are to inform the Group Leader as soon as possible. The Group Leader must inform the secretary and then all members who attended must self-isolate for the recommended time period.

If we are informed an attendee has symptoms, we will have no choice but to close the hall immediately, and inform all other groups who used the hall after the particular event they may also have to self-isolate. We will then arrange to have the hall deep cleaned.

We have taken all possible steps to make the hall as safe as possible for all our users, so please help the Management Committee to keep it safe for everyone who is using the hall by completing this mandatory form for every visit.

If you have any questions about this Track and Trace process, please contact

walcotememorialhall@btinternet.com or kategreen390@btinternet.com

Contact telephone numbers are also displayed at the hall

CORONAVIRUS - TRACK AND TRACE

GROUP NAME:

CLASS DATE:

CLASS START TIME:

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| | USER CONTACT DETAILS | | |
|--------|----------------------|-----------|-------|
| | PRINT NAME | PHONE NO. | EMAIL |
| LEADER | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
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| 11. | | | |
| 12. | | | |
| | | | |

CORONAVIRUS – CONDITIONS OF USE

THESE CONDITIONS ARE MANDATORY FOR ALL USERS OF THE HALL.

We have tried to make the conditions as practical as possible to safeguard all of our users and contractors from COVID-19. We have used current guidelines and advice from Action with Communities in Rural England (ACRE) and Harborough District Council.

If you find any problems when implementing them, please let us know so that we can review and amend them as appropriate.

1. EXIT AND ENTRY

In order to maintain social distancing at the entry and exit areas of the hall, we are introducing a one-way system. Entry must be through the main door of the hall and exit through the side door. Appropriate signage will be in place.

There will be an exemption for any disabled users in your class who need to use the side door or fire escape door into the main hall. Such entry must be controlled by the Group Leader to ensure social distancing is maintained and the side and fire exit doors should be closed immediately after entry.

Only those participating in the class/event will be allowed entry to the hall. Waiting in lobby areas or near the side door will not be permitted.

When waiting outside the hall for your class to start, the access from the side entrance must be kept clear to allow the previous class (when applicable) to leave with ample social distancing. Also the car park area in front of the hall should be kept clear for members of the public to use with social distancing from those waiting to enter the hall.

Where pushchairs are used to bring young children to classes, we would encourage pushchairs to be left in cars where possible. Where this is not possible, the Group Leader shall control entry via the side door to allow them to be placed in the small meeting room. The Group Leader shall ensure social distancing is maintained and the side door should be closed immediately after entry.

2. HAND SANITISATION

Hand sanitizing is a key part of controlling this virus. Anyone entering the hall will be required to use the hand sanitiser that will be in the lobby as you come through the frontdoor.

Hand sanitiser will also be provided at the side exit and all users should use this as they leave the hall.

3. HALL CAPACITY

A hall capacity assessment must be carried out by the group leader to see what is practical and safe under the current guidelines. For activity groups, much depends on the way the hall is being used and must adhere to social distancing guidelines.

We have already had a discussion with one of our user groups to check a safe capacity for their activities. We would be happy to meet with any other group to look at how they can comply safely with the current requirements.

The dimensions of the hall are as follows to assist in planning your activities and to see how many participants you can safely have in your class. This might form part of your risk assessment.

Main Hall 16.25m x 8.4m
Committee Room 5.1m x 4.8m

4. TRACK AND TRACE

In order to maintain control of the COVID-19 virus at Walcote Memorial Hall, we require all user groups to complete a Track and Trace Form for each class/event using the hall premises.

Details of the Track and Trace process have been provided previously.

Track and Trace is essential in controlling the spread of the virus and this process must be rigidly adhered to.

5. ACRE RISK ASSESSMENT

We require all groups to provide a risk assessment for each class/event for when they operate at the hall.

A sample risk assessment form is provided below. This was produced by ACRE. If you have your own style of risk assessment that covers safety and COVID-19 risk issues associated with your class activities at the hall, then we will accept this .

If you are not familiar with risk assessments and would like some support in completing this, please contact us for advice and further assistance. Each risk assessment form should state the class name, Group Leader and the day and time of the class.

These risk assessments should be completed and returned prior to commencement of any classes/events so that there is time to review and comment on the submission if required. walcotememorialhall@btinternet.com or kategreen390@btinternet.com

6. TOILETS

Only one person (ladies and gents) at a time should use the toilet. There will be an
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exemption for disabled users to enable them to use the appropriate facilities. A sign will be placed on the entry door to remind you of this.

There will be a similar exemption for parents who need to use the baby changing facility in the disabled toilet.

7. VENTILATION

We recommend that you open the fire exit door to improve ventilation in the hall during your class/event. Please remember to close the door at the end of your session.

8. KITCHEN

The kitchen will remain closed until further notice. Users must bring their own refreshments and make sure they take items away from the hall when they leave. Anything that is left in the hall will be disposed of to avoid any contamination.

9. FIRST AID KIT

The first aid kit which is normally in the kitchen will be moved to the entrance lobby

10. CLEANING AND SANITISING

Cleaning and sanitizing will be a crucial part of maintaining a safe environment for all our users and contractors.

The hall will be deep cleaned by our cleaning contractors prior to re-opening.

Each Group Leader will be responsible for cleaning and sanitizing the hall after each of their classes. This will also apply where the same Group Leader has another class after the first one. As this is a different group of users, cleaning and sanitizing must take place before the second group enters the hall.

On completion of the class all surfaces must be sanitised. The materials required for this will be provided by the Memorial Hall Committee and will be kept in the cleaning cupboard which you have a key for. Please ensure the materials provided are not removed from the premises.

Items that will need cleaning and sanitizing include:

- Door handles
- metal door plates
- light switches
- heating thermostat
- tables

- the metal frame of chairs
- wash basins
- toilet handles
- mirrors
- baby-changing unit (where applicable)
- Take rubbish with you, or use the wheelie bins outside

At the end of your class, this sanitising regime must be completed in addition to the sweeping of the hall and lobby. As a consequence, please allow more time. Please ensure you dispose of materials you have used for this process.

MWCT will monitor the process of cleaning and reserve the right to increase costs if the procedures are not being followed and as a result we incur additional costs for cleaning.

The front door should be locked from the inside prior to leaving via the side exit.

Sample COVID-19 Risk Assessment for hirers of Village and Community Halls

This sample document can be used as a guide to help your hirers produce their own COVID-19 risk assessment for use of your hall. Please be prepared to help them complete it in the light of your own premises. It is intended as a supplement to a group's ordinary Risk Assessment.

| Area of Risk | Risk identified | Actions to take to mitigate risk | Notes |
|---|---|---|--|
| Cleanliness of hall and equipment, especially after other hires | Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning. | Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. | Can we bring our own equipment? |
| Managing Social distancing and especially people attending who may be vulnerable | People do not maintain 2 m social distancing | Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. | Should we avoid use of kitchen - ask people to BYO food and drink? Allow older people time to use toilets without others present. |
| Respiratory hygiene | Transmission to other members of group | Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. | Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire. |
| Hand cleanliness | Transmission to other members of group and premises | Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels. | |
| Someone falls ill with COVID-19 symptoms | Transmission to other members of group and premises | Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner. | |