

**Westmeston Parish Room Trust**

**Registered Charity No. 1016350**

**COVID-19 Risk Management Policy**

***Updated 1st September 2020***

The Trustees of the Hall have a duty to ensure that the Hall is used safely.

To this end - guided by the information on managing risk published by the Health and Safety Executive -  [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and by Government guidance

on managing multi-purpose community facilities -

[COVID-19: Guidance for the safe use of multi-purpose community facilities](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities?utm_source=d8d6183a-b97b-4b57-85ab-72f825d0954a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

they have developed a COVID-19 risk management policy, guidance to prospective hirers on required procedures, guidance on cleaning and disinfection, a risk assessment completed by the Trustees, and a blank risk assessment which hirers will be required to complete in relation to each hire.

These are set out below.

1. **Background**

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

* the type of surfaces contaminated
* the amount of virus shed from the individual
* the time the individual spent in the setting
* the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Our risk assessment assumes that every hire has the potential to introduce Covid-19 into the Hall, and acknowledges that Trustees will not always be present at the time.

1. **Policy**

**2.1 Responsibilities of Trustees**

Trustees are responsible for ensuring that:

* a COVID-19 aware environment is provided
* ensuring that the Hall is used safely
* Government guidance is kept up to date and followed
* A policy decision is in place on maximum numbers allowed to use the hall safely (30)
* a full risk assessment is completed, signed off by the Trustees and updated regularly
* hirers all complete a risk assessment in relation to each proposed hire
* delegating to Booking Secretary the decision of when and where to decline a proposed hire, or to impose more demanding conditions of hire, e.g. when this presents a higher level of risk
* appropriate cleaning materials are purchased, appropriately stored, used and disposed of
* personal protection items such as gloves, masks and aprons are made available to cleaner
* cleaners (whether appointed by the Hall or by hirers) are briefed on procedures to be followed
* Hall cleaner is supported by Trustees
* hirers are kept informed as to whether the cleaner has returned and cleaned the Hall
* deciding when laundry is required, and how this is to be carried out
* In the event of someone testing positive for COVID-19, Trustees will close the Hall, action test-and-trace procedure, and use a cleaning company to deep clean the Hall

**2.2 Responsibilities of Hirers**

Hirers are responsible for:

* completing a full risk assessment in relation to each proposed hire then hand to the Booking Secretary
* keeping a complete and up-to-date and daily list of all members and staff of their party/group with names and contact details in case test-and-trace is called for, using the test and trace form set out by the trustees, and making this available to the Booking Secretary after every session at the Hall (who will keep confidential and destroy after 21 days)
* ensuring that members and staff of their party wash hands following guidance
* cleaning frequently-touched surfaces with potential to transmit the virus, and satisfying themselves that the Hall is as safe as possible for their users before their session starts
* ensuring good ventilation while the Hall is in use
* before departure wiping down ALL surfaces; cleaning ALL floors, toilets, door handles and sanitizing ALL surfaces and areas with the Safe Zone sanitizer provided DO NOT mix this with any other cleaning materials.
* leaving the Hall clean and tidy on departure
* removing all waste and rubbish from the premises and disposing of it in accordance with Government guidance, after every session.
* reporting to the Trustees any suspected cases of COVID-19
* following Government test-and-trace guidelines where called for

**2.3 Guidance for cleaners (whether appointed by the Hall or by hirers)**

Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.

Suitable cleaning materials and a pedal bin (with replacement bags) will be provided in the entrance lobby. Sufficient refuse sacks will be provided.

Trustees will review current cleaning products and purchase additional products if required.

Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.).

Order hand sanitiser in a pump action bottle and disposable towels and dispenser for entrance lobby.

Organise a cardboard box of cleaning products to wipe down door handles etc.

Bleach cannot be used on the Hall floor however an antimicrobial agent will be available to be sprayed onto all cleaned surfaces and floor then allowed to air dry.

Wear disposable or washing up gloves and aprons for cleaning where appropriate.

When using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails and door handles.

Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Remove ALL rubbish from the hall and site in accordance with conditions of hire agreement and dispose of this following Government guidance.

1. **Action where a case of COVID-19 is suspected or confirmed**

Trustees must be informed as a matter of urgency. Trustees will then ensure that track-and-trace procedures are initiated.

The Hall will be immediately closed, and a specialised company contracted to carry out deep cleaning.

*17.07.20*