

**Checklist/ Risk assessment for reopening the hall at St John the Evangelist Bexley following lockdown**

July 2020 updated August 31st 2020

	Task	Notes	Who	Date completed
1.	<b>Advise the hall's insurers</b> whether/when the premises will be re-opening and check any requirements.	Not sure that we need to do this but needs to be checked	Janine	23/08/2020
2.	<b>Check the security code or key logs are up to date.</b>	Check that alarms etc. are working	Janine	30/08/2020
3.	<b>Check</b> any adjustments to hire arrangements needed for hirers e.g. arrival/departure times, access to kitchen or toilets.	Ensure all hirers are aware of the Covid arrangements and have their own risk assessments in place and are aware that if they do not comply with requirements their hire agreement may be terminated.	Gill/ hall committee	
4.	<b>Carry out a COVID-19 Risk Assessment in consultation with any employees.</b>	This will fall to the cleaning company, but we need to ensure that they have the requirements in hand.	Gill	23/08/2020
5.	<b>Consider whether additional cleaning is required, where and when.</b> Consider arrangements for moving, stowing and cleaning equipment. A thorough clean of the hall should be undertaken before its re-opens and the subsequent cleaning regime to follow will need to be identified. Ordinary household products can be used.	This should be completed by the cleaning company, but hirers should ensure that they are aware that they are responsible for cleaning and that if they wish us to provide additional cleaning then we will charge them accordingly.	Gill	Deep clean completed August 2020
6.	<b>Discuss with your cleaner any changes in work patterns</b> required to ensure the hall meets the COVID-19 Secure guidelines. HSE provides a leaflet of things to discuss with an employee. Agree any changes in writing with cleaners/employees.	This is the responsibility of the cleaning company but needs to be checked with them.	Gill	Aug-20
7.	<b>Ensure the cleaner has appropriate PPE:</b> Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPEs is also needed in case decontamination is required. Contractors should use their own equipment, but an employee should be provided with the necessary equipment.	As above this is the responsibility of the cleaning company.		
8.	<b>Flush through the water system, five minutes for each tap or shower head,</b> to remove any risk of legionella or other bacterial build up and ensure U bends are full. Check hot water system is set at a minimum 50C. (See Chartered Institute of Environmental Health Officers guidance, link in Section 6).	Not sure what temperature our heating is set at?? The system is all in working order with no issues.		30/08/2020
9.	<b>Carry out the routine health and safety risk assessment</b> of the whole premises. Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge/freezer is working at correct temperature, the heating and hot water system operational. Ensure internet is working. Cut grass. Identify and address any items requiring attention e.g. light bulbs failed, trip hazards.	This is up to date and has been carried out quite recently. It is the responsibility of all to report any hazards that we need to mediate.	All hall committee members	

10.	<b>Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date</b> e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working. (For more information see ACRE Village Hall Information Sheet 37: Fire Safety in Village Halls)	This has been done this year and is certified up to date	Janine	30/08/2020
11.	<b>Provide hand wash and drying facilities:</b> Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll, should be provided.	We have paper towels which need to be available in the toilets. Each hirer needs to supply hand gel. Hall hirers should be advised that attendees should use the toilets as little as possible and that they are responsible for ensuring that the toilets are clean and soap, gel, paper towels are in place before leaving. Any used towels must be removed and placed in the dustbin outside.	Gill/ Janine	
12.	<b>Consider "Engaged/Vacant" signage</b> at the entrance to male and female toilets to limit the number of people within these areas at any one time and similar signage at other "pinch points".	Laminated signs to be provided which can be attached to the outside toilet door	Edward	30/08/2020
13	<b>Provide signage:</b> The certificate that the premises comply with COVID-19 secure guidelines and that people should not enter if they have symptoms should be displayed at entrances (see <b>Appendix C</b> ). The PHE posters encouraging frequent, good handwashing techniques and hygiene "Catch It, Bin It, Kill It" available on the HSE and PHE websites should be displayed. (See Section 6)	Can we replicate the signs we have in church	Edward/ Hall committee.	30/08/2020
14	<b>Prepare special hire conditions and instruct booking secretary</b> as to any changes in the Hall's hire policy during re-opening, i.e. which bookings can be accepted, any changes to charges, and to provide hirers with a copy of the COVID- 19 secure poster. (See <b>Appendices C, D and E</b> )	Hall committee with Gill/ Lara		
15	<b>Ensure hirers complete track and trace</b>	This should be in the hirer's information	Committee/ Gill	
16	<b>Consider Marketing and Communications:</b> Ensure the website has up to date information, including special conditions of hire. Advertise availability as appropriate.	Website to be updated/ information on Facebook page.		
17	<b>Review budget forecast for 2020-21</b>	Consider any changes to hire costs	Committee / PCC	
18	<b>No performances</b>	Remind all using the hall that there should be no singing / close dancing or performances	Gill	
19	<b>Set maximum number that are permitted to be in the hall</b>		Hall Hirers	Each hall hirer should assess the maximum number based on the activity they are to undertake.
20	<b>Advise all entering the hall that face coverings should be worn if appropriate and possible</b>	Notice to be available at the entrance	Edward	30/08/202

21	Ensure all who use the hall are aware that the guidance is likely to change frequently and that it is their responsibility to stay up to date		ALL	
22	No parties to be held until the position on safety is clear		All	