

## Tolleshunt D'Arcy Village Hall (TDVH) Management Committee Meeting

### Additional Paper to consider further advice from ACRE and the RCCE

**Date** – 9<sup>th</sup> August 2021

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#### Introduction

The latest advice received from Action with Communities in Rural England (ACRE) and the Rural Community Council of Essex (RCCE) reflects the UK Government advice, latest update 22<sup>nd</sup> July 2021, “Coronavirus: How to stay safe and help prevent the spread”. Receipt of this advice/guidance led to the TDVH Trustees conducting a Covid Risk Assessment (CRA) and a meeting to consider the CRA on 26<sup>th</sup> July 2021. Following the agreement of the CRA, on 3<sup>rd</sup> August 2021, more detailed advice, accompanied by 6 or 7 appendices, was received from the RCCE. Having to have regard to the latest advice/guidance received on 3<sup>rd</sup> August 2021, the CRA in this paper now reflects the latest advice/guidance.

The advice, in some respects, is clear in that it says, “England has moved to Step 4”. The advice goes on to set out what this means – as below:

- **All limits on social contact will be removed** – it was groups of 6 people or 2 households indoor, or 30 people outdoors.
- **Music concerts, sporting events, singing and dancing can resume** – without any limits on social distancing.
- **Restrictions on life events will be removed** i.e. weddings, funerals, and baptisms.
- **The legal requirements to wear face covering will be lifted** in all settings. Guidance will advise that wearing a face covering will reduce your risk and the risk to others, where you come into contact with people you don't normally meet in enclosed and crowded spaces, so ***use of face coverings will remain advisable in confined spaces such as toilets, kitchens and corridors and at more crowded events,***
- **Social distancing rules will be lifted** – however, the risk of close contact with others should be considered, particularly if clinically extremely vulnerable or not yet fully vaccinated.
- **Test and Trace will be retained and continued display of QR codes will be advised** – the advice for individuals to get a test if advised to do so and self-isolate if tested positive remains key to reducing transmission.

The Government Guidance continues saying, “While cases are high and rising, everybody needs to continue to act carefully and remain cautious. This is why we are keeping in place key protections”.

The ‘key protections’ are listed by ACRE as:

1. Meet in well-ventilated areas where possible, such as outdoors or indoors with the windows open,
2. Wear a face covering when you come into contact with people you don't normally meet in enclosed or crowded spaces, e.g. corridors, toilets or kitchen.
3. Wash your hands with soap and water or use a hand sanitiser regularly.
4. Cover your nose and mouth when you cough or sneeze.
5. Stay at home if unwell, to reduce the risk of passing on illness to others.
6. Consider individual risks, such as clinical vulnerabilities and vaccination status.

## What does all this mean for TDVH and its re-opening?

It means that we will need to carry out a Covid Risk Assessment (CRA) based on the latest Government advice, and the additional advice/guidance from ACRE/RCCE received on 3<sup>rd</sup> August 2021.

I set out below a draft Covid Risk Assessment for consideration by the TDVH Trustee as the basis of agreeing a Final Covid Risk Assessment based on the latest Government Advice (22/7/21) and the further advice/guidance from ACRE/RCCE received on 3<sup>rd</sup> August 2021.

## Covid Risk Assessment (CRA)

Set out below is the final Covid Risk Assessment for consideration, discussion, and agreement by the TDVH Trustees.

**This CRA has led to the provision of “Special Conditions of Hire during Covid 19”, which are to be read in conjunction with this paper.**

The reason for setting out the Covid Risk Assessment in this paper is to ensure there is a record of Trustees taking the proper steps to provide a Covid safe environment in the TDVH when it re-opens.

Area or People at Risk	Risk Identified	Action to Mitigate Risk	Proposed Action and by Whom
<p><b>Staff, contractors and Volunteers</b> – Identify what situations might cause transmission of the virus and the likelihood of people being exposed to it.</p>	<ul style="list-style-type: none"> <li>Surfaces or other people infected by people with virus</li> <li>Disposing of rubbish containing tissues and cleaning cloths</li> <li>Users, who are extremely vulnerable or have NOT been vaccinated</li> <li>Somebody becomes unwell with suspected Covid-19 symptoms whilst at the hall.</li> </ul>	<ul style="list-style-type: none"> <li>Stay at home guidance if unwell at entrance and on notice provided to all groups using the hall.</li> <li>All hall users advised to wash hands frequently and/or use hand sanitisers.</li> <li>All hall users advised to bring own hand sanitiser for personal use.</li> <li>Users who are extremely vulnerable or NOT vaccinated should keep socially distanced from those whom they do not normally meet</li> <li>If somebody becomes unwell with any symptoms likely to be Covid</li> </ul>	<ul style="list-style-type: none"> <li>Notice and Special Conditions of Hire during Covid, setting out all the advice and guidance agreed by the TDVH Trustees to be produced by Charles Clark and copies provided to Linda Page for her to give a copy to ALL hall users.</li> <li>Large (A3) notice to be prepared by John Barber and displayed in a prominent position in the foyer of the VH and on a prominent place in the Main Hall.</li> <li>Copy of the ‘Notice’ and ‘Special</li> </ul>

		<p>them, and those in their 'bubble', should isolate in another area of the hall and then be transported to a place where they can self-isolate or seek medical attention. <b>See Special Conditions of Hire during Covid 19.</b></p>	<p>Conditions of Hire during Covid' provided to the Parish Council to be published on their website under the Village Hall heading.</p> <ul style="list-style-type: none"> <li>Note – this 'action' applies to all of the areas set out in this Covid Risk Assessment.</li> </ul>
<p><b>There are NO social distancing restrictions but there may be a risk to those extremely vulnerable, those NOT vaccinated or where there is close contact.</b></p>	<ul style="list-style-type: none"> <li>There may be a risk to those extremely vulnerable, those NOT fully vaccinated or where there is close contact.</li> </ul>	<ul style="list-style-type: none"> <li>Give advice to hall users to wear face coverings if in close contact with those who are extremely vulnerable, those NOT fully vaccinated or in areas where there is close contact, e.g. corridors, toilets and kitchen area.</li> <li>Advise that windows should be open whenever possible</li> </ul>	
<p><b>Car Park/Exterior Areas</b></p>	<ul style="list-style-type: none"> <li>Car parks are outside so risk very low.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> </ul>	
<p><b>Entrance Hall, Lobby and Corridors</b></p>	<ul style="list-style-type: none"> <li>Possible pinch point when entering or leaving hall.</li> <li>Door handles, light switches in frequent use.</li> </ul>	<ul style="list-style-type: none"> <li>Give advice to hall users on the use of face coverings in confined spaces.</li> <li>Door handles and light switches to be cleaned regularly.</li> <li>Hand sanitiser to be provided by the hall.</li> </ul>	
<p><b>Main Hall</b></p> <p><b>User of tables, chairs and other equipment stored at the hall</b></p>	<ul style="list-style-type: none"> <li>Door handles, light switches, window catches, tables, chair backs and arms.</li> </ul>	<ul style="list-style-type: none"> <li>Door handles, light switches, window catches, tables, chairs and other equipment used to</li> </ul>	

		<p>be cleaned by hirers <b>before and after</b> use.</p> <ul style="list-style-type: none"> <li>• Some cleaning wipes are provided for wiping surfaces, light switches, etc.,</li> <li>• Hall users advised to bring own cleaning materials.</li> <li>• DO NOT use spray products on light switches or other electrical installations.</li> </ul>	
<b>Small Meeting Rooms</b>	<ul style="list-style-type: none"> <li>• Door and window handles, light switches, tables and chair backs and arms.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend hirers hire larger meeting spaces.</li> <li>• Surface, furniture and equipment to be cleaned by hirers <b>before and after</b> use.</li> </ul>	
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>• Door and window handles, light switches, working surfaces, sinks, cupboards, drawer handles, fridge freezer, crockery, cutlery, kettle, hot water boiler, cooker, microwave.</li> </ul>	<ul style="list-style-type: none"> <li>• Users advised to wear face coverings and open windows if kitchen area likely to become crowded.</li> <li>• Hirers to clean all areas likely to be used <b>before and after</b> use, wash dry and stow crockery and cutlery after use.</li> <li>• Users are required to bring and use their own tea towels and take them away when they leave.</li> <li>• Hand sanitiser, soap, and paper towels to be provided.</li> <li>• Hirers to bring own food and drink.</li> </ul>	

<b>Store Cupboards (cleaner, etc)</b>	<ul style="list-style-type: none"> <li>• Door handles, light switches.</li> <li>• Equipment used by cleaner, e.g. brooms, dustpan and brush, vacuum cleaner.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean handles, light switches and equipment used <b>before and after</b> use.</li> </ul>	
<b>Storage Rooms (equipment/furniture)</b>	<ul style="list-style-type: none"> <li>• Door handles in use.</li> <li>• Keep equipment not being used to one side.</li> <li>• Clean equipment to be used.</li> </ul>	<ul style="list-style-type: none"> <li>• Hirer to control those moving equipment in and out of storage areas.</li> <li>• Hirer to clean equipment to be used <b>before and after</b> use.</li> </ul>	
<b>Indoor Toilets</b>	<ul style="list-style-type: none"> <li>• Surfaces in frequent use = door handles, light switches, basins, toilet handles, toilet seats, etc.</li> <li>• Baby changing and vanity surfaces, mirrors</li> </ul>	<ul style="list-style-type: none"> <li>• Hirers to control numbers accessing toilets at any one time, with attention to more vulnerable users.</li> <li>• Hirer to clean all surfaces <b>before</b> public arrive.</li> <li>• Ensure soap, disposable paper towels and toilet paper is regularly replenished and hirer knows where stocks are kept if they are needed.</li> <li>• Provide bins with clean plastic bags and disposable paper towels for each hire of the hall. Hirer to take all waste away in the plastic bags for disposal.</li> </ul>	
<b>Stage</b>	<ul style="list-style-type: none"> <li>• If stage is to be used the hirer/user will have to specially clean surfaces and any furniture or equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Stage will be 'out of bounds' unless specifically requested by hirer. Hirer will be responsible for clean surfaces and</li> </ul>	

	used on the stage.	any furniture and equipment use. <ul style="list-style-type: none"> <li>Put a notice across the steps to stage to say "Stage out of Bounds".</li> </ul>	
<b>Events</b>	<ul style="list-style-type: none"> <li>Handling cash and raffle tickets.</li> </ul>	<ul style="list-style-type: none"> <li>Use cashless payment if possible.</li> <li>If cashless payment not possible – cash payments/donations to be handled by one person wearing gloves.</li> <li>Raffle tickets handled by one person who will not give tickets to individuals but to make a note of their number on a sheet of paper and 'shout-out' the winners name as tickets drawn.</li> </ul>	
<b>Outdoor Play Area</b>	<ul style="list-style-type: none"> <li>Very low risk when using outdoor play area.</li> </ul>	<ul style="list-style-type: none"> <li>Hirers to be advised that they must clean all equipment <b>before and after</b> use.</li> </ul>	

Following discussion and some minor changes that are reflected in the above 'Final Covid Risk Assessment', the above was agreed by the Trustees.

**Subject to the discussion on the Covid Risk Assessment – When do we Re-Open the Village Hall and who and how do we advise and get wider publicity?**

There is a New Hiring Agreement available for use as soon as we make the decision to re-open the VH.

There are also new **Special Conditions of Hiring during Covid 19** which must be issued to all hirers of the hall.

**When do the Trustees feel we will be able to open the VH to the public?**

Following discussion, it was agreed that the VH can be open from the date of this meeting – Monday 26<sup>th</sup> July 2021. This agreement was later reaffirmed by the Trustees following receipt of this report of 9<sup>th</sup> August 2021.