

**COVID-19 Risk Assessment Policy ADDITIONS to the original Policy document dated July 2020  
following Government amendments**

Area or people at risk	Amended ruling detail and possible risk identified	Actions to take to mitigate risk	Work in hand or completed and notes
<p><b>Hall users, self-employed people, volunteers and contractors.</b></p>	<p>01.09.20 Face coverings must be worn in village halls. 22.09.20 People serving food and drinks must wear a face covering.</p> <p>Exceptions apply eg. when seated for drinking and/or eating or watching a film or when exercising or if they interfere with the activity or safety is compromised. Full details on GOV.UK website.</p> <p>Risk of glasses steaming up, using sharp scissors, needles or sharp knives. Children under 11, people with disabilities.</p>	<p>Display posters in prominent places.</p> <p>Position a volunteer at the entrance to remind people visiting the hall.</p> <p>Hall hirers to be advised of the new regulations and the exceptions and directed to the GOV.UK site.</p>	<p>Posters displayed.</p> <p>Hall own events have a volunteer at the entrance.</p> <p>Notices displayed on tables reminding people.</p> <p>01.09.20 Hall users and hall hirers advised by email. Details of changes on our website.</p> <p>Hall volunteers serving drinks and food use a face visor already.</p>
<p><b>Hall users, self-employed people, volunteers and contractors.</b></p>	<p>01.09.20 Everyone likely to attend the hall <b>MUST NOT DO SO</b> if they or anyone in their household has had COVID-19 symptoms in the last 48 hours. If they develop symptoms within 10 days of visiting the premises they <b>MUST</b> get a COVID-19 antigen test and <b>MUST</b> use the Test and Trace system to alert others with whom they have been in contact.</p> <p>Risk of the virus spreading at the hall.</p>	<p>Display poster and advise all hall users and hirers.</p>	<p>COVID-19 secure poster displayed including this advice.</p> <p>01.09.20 Hall users and hall hirers advised by email. Details of changes on our website.</p>

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<p><b>Hall users, self-employed people, volunteers and contractors.</b></p>	<p>09.09.20 Rule of Six announced due to take effect from 14.09.20. Social distancing requirements and limit on group sizes of 6.</p> <p>Risk of confusion among hirers who mistakenly think no more than 6 can meet at the hall.</p> <p>People attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity.</p>	<p>Ensure hirers understand the limit on group sizes <b>if</b> people attend in groups. Remind hall users to avoid mingling between groups.</p> <p>Remind hall hirers of the maximum COVID-19 capacity of the hall which still applies (a quarter of normal).</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed to seating arrangements.</p>	<p>Most people attend our hall singly or in couples. Event organisers are not expected to ask about people's domestic arrangements. Different households in a group should still socially distance.</p> <p>10 to 17.09.20 Hall hirers advised of ruling and clarity given over confusion.</p> <p>Socially distanced speaking allowed between groups, the same as for an activity where all individuals are seated separately. Avoid raised voices or interactions.</p>
<p><b>Hall users, self-employed people, volunteers and contractors.</b></p>	<p>09.09.20 Ruling announced due to take effect from 14.09.20. It is now mandatory rather than advisory to keep a register of all attendees to village hall classes and events</p>	<p>Advise hall hirers and volunteers.</p>	<p>11.09.20 all hall hirers advised.</p> <p>Volunteers already keep a register of attendees to village hall own events.</p>

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<p><b>Hall users, self-employed people, volunteers and contractors.</b></p>	<p>24.09.20 Test and Trace QR code. Every hirer or organisation using a village hall must comply with the obligation to register for an NHS QR code, display the poster and keep records for the purposes of Test and Trace.</p> <p>If users cannot use the NHS QR facility a register of attendees must be kept.</p>	<p>Register and obtain a QR code and display a poster for hall users to encourage them to use this facility.</p> <p>To ensure <b>all</b> users are registered, hall hirers and volunteers running events are to be advised they <b>must</b> keep a secure register of all attendees <b>including themselves</b>, which will be destroyed after 21 days. <b>This is regardless of whether attendees used NHS QR</b> and is to ensure hirers and volunteers fulfill their legal obligations and have a record of all attendees.</p>	<p>QR code obtained and poster displayed.</p> <p>All hall hirers, users and volunteers advised via poster and email.</p> <p>A written register kept securely and destroyed after 21 days of ALL attendees should still be kept as hall policy, to ensure all attendees are recorded.</p> <p>Many more elderly attendees will not have the technology to use NHS QR.</p>
<p><b>Hall users, self-employed people, volunteers and contractors.</b></p>	<p>24.09.20 Premises serving food and drink must close by 10pm.</p> <p>Cinemas can apparently stay open later but last drink orders are at 10pm.</p>	<p>Advise all hall hirers.</p>	<p>Hall hirers advised by email.</p> <p>The majority of hall events finish before 10pm anyway.</p>

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<p><b>Hall users, self-employed people, volunteers and contractors.</b></p>	<p>24.09.20 Table service</p> <p><b>For cafes, restaurants and pubs</b> the guidance states <b>if you sell alcohol</b>, provide table service only. This is required by law.</p> <p>It also says adjust processes to prevent customers from congregating at points of service. Ie this is to avoid mingling at bars.</p> <p>Avoid contact between staff and customers.</p> <p>Encourage contactless payments where possible and adjust location of card readers to social distance guidelines.</p> <p><b>For the performing arts, under which the cinema has been listed</b>, “we should risk assess and manage food, drink and other retail purchases and consumption to maintain social distancing. Consider allowing guests to pre-order and collect refreshments and other retail merchandise at designated points throughout the site.”</p>	<p>Consider if we can effectively and safely change the one-way system which we are obliged to have in place. This operates to enable customers to socially distance in a well-ventilated separate area away from the seated area, moving in a single direction, when ordering and accessing tables and chairs, to avoid meeting others face to face. This also avoids staff and customers from mixing.</p> <p>Consider the coffee morning and Men’s breakfast which do <b>not</b> sell alcohol.</p> <p>Consider the cinema under the performing arts guidance, which does sell alcohol.</p> <p>Consider if the current arrangements for collecting beverages are operating within the appropriate guidance and safely.</p>	<p>The one-way system to the café bar counter works well and safely and avoids volunteers and customers moving in opposite directions and colliding. The counter has a full Perspex screen and volunteers wear face shields to protect both customers and volunteers.</p> <p>The Coffee morning, Men’s breakfast and the cinema will continue to operate the one-way system to the café bar counter to collect beverages, which is in a separate well-ventilated area and is safer for both users and volunteers and is in line with the appropriate guidance.</p> <p>We don’t have broadband, a phone or card readers so cash is quarantined for 72 hours before counting and customers are asked to sanitize hands both before and after handling cash.</p>