

## **LUXFORD CENTRE 7.20**

### **Additional Terms and Conditions of Hire to mitigate Covid**

To be read alongside Luxford Centre Risk Assessment

1. Do not allow anyone to enter the building if unwell.
2. If unwell on the premises and cannot be removed immediately, use the emergency box and remove to the Emergency room (Ladies toilet at the of corridor.)
3. Advise Dorothy 01825764287, Bob 01825764516 or Chris 01825765091
4. Clean touch points prior to hire and at the end of hire. We cannot guarantee our cleaner has sanitised prior to your hire.
5. On arrival ask members to sanitise their hands. (2 sanitisers on the wall in the hall).
6. Leave space. It is better to sit alongside people rather than facing them.
7. Masks are requested to be worn when moving around the premises.
8. Wash hands for 20 seconds.
9. Used tissues to be binned.
10. Ventilate the room
11. Take a note of all present, keep for 3 weeks.
12. Avoid raised voices and music.
13. Use plastic chairs first, upholstered chairs to be sanitised.
14. Equipment from storage to be sanitised before and after use.
15. Use dishwasher/if not, paper cups/bring your own food and drink
16. Kitchen, if available, limit to one or two persons entering and serving everyone else.
17. Only the entrance hall disability toilet available.

## Appendix F

### LUXFORD CENTRE COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2021

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system. **We ask that you continue the Covid Secure measures that were in place prior to 19.7.21 where possible as many people are vulnerable. Wear a mask when moving about, Wash hands well, sanitise hands, sanitise touch points ,ventilate**

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes – see also additional note to individual hirer.
<p><b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.  Disposing of rubbish containing tissues and cleaning cloths.  Deep cleaning premises if someone falls ill with CV-19 on the premises.  Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.  Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.  Staff/volunteers advised to wash outer clothes after cleaning duties.  Follow PHE guidance and PPE for use in the event deep cleaning is required.  Masks are requested to be worn on the premises when moving around.</p>	<p>Staff/volunteers and hirers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.  Advise hirers.</p>

<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers hirers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Discuss situation with those over 70 situation with staff/volunteers/hirers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Talk with staff, trustees, volunteers and hirers regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. Hirers must keep a list of those attending and keep for 3 weeks.</p> <p>It is important people know they can raise concerns.</p>
<p>Social Distancing is still advisable. Risk to hirers/event organisers and to those attending the hall</p>	<p>Risk of people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle</p>	<p><b>Adjust hire conditions to cover this</b> Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may continue to be needed eg to seating arrangements.</p>	<p>Event organisers are not expected to ask about people’s domestic arrangements but to encourage respect for other people. Avoid raised voices or loud music so that people have to shout to be heard.</p>

Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves for cleaner.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. Provide bin in hallway and main hall. Empty regularly.  Try to maintain a one way system.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	

Main Hall	Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Provide hand sanitiser. Indications are that the virus spread is mainly aerosol based, so soft furnishings, photos etc. not frequently touched less of a risk. . One way system as above.
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.	There are 17 plastic chairs to use. Upholstered chairs will be stored. Hirer request if any upholstered chairs are required. Upholstered used chairs to be stored for 48 hours after use.

Tyler Room and upstairs room.	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Floors with carpet less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p> <p>No lying on the floor.</p> <p>Wipe shared copier etc.</p>	<p>Equipment in the eaves cupboard to be sanitised before use and after.</p>
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker</p>	<p>Hirers are asked to control numbers using the kitchen to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use and after. No sink washing of crockery.</p> <p>Dishwasher only to be used for crockery.</p> <p>Hirer bring own tea towels.</p> <p>Otherwise hirer to bring disposable cups.</p> <p>Encourage hirers to bring their own food and drink.</p>	

Cleaner's Store cupboards	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms/Eaves	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Equipment to be sanitised before and after use. Use gloves to handle. Sanitise touch points. Hirer to control accessing and stowing equipment to encourage social distancing.	
Indoor Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing disability toilet at one time, with attention to more vulnerable users. (This is the only toilet available) Hirer to clean all surfaces etc before public arrive. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper. Hirer know where to replenish.  Only the Disability Toilet in the entrance hall available.



