

Whitburn Parish Hall
Reopening within COVID-19 Government advice
September 2020

Introduction

The Parochial Church Council of Whitburn Parish Church has discretion over when they consider it safe to open for any activity permitted by legislation and may decide to remain closed if they are not able to safely follow the advice in the relevant guidance, to make the space COVID-19 secure.

The PCC has legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable.

To help decide which actions to take prior to re-opening the building for permitted activity, a COVID-19 risk assessment has been completed, taking account of the UK Government guidance on such venues and permitted activities including social distancing. (See attached)

From Monday 14 September, you must not meet with people from other households socially in groups of more than 6. This will apply indoors and outdoors, including in private homes. This change will simplify and clarify the rules on social gatherings, so they are easier to understand and easier for the police to enforce. There will be a limited number of exemptions. COVID-19 Secure venues, such as places of worship, restaurants and hospitality venues, can still host larger numbers in total but groups of up to 6 must not mix or form larger groups. **This rule will not apply to individual households or support bubbles of more than 6 who will still be able to gather together. Education and work settings are unaffected, and organised team sports will still be able to proceed,** as will weddings and funerals up to 30. From Monday, this limit will be enforceable in law. **Using the Parish Hall**

Users and hirers of Whitburn Parish Hall have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector. They are expected to **complete and submit their own risk assessment to the manager of the Parish Hall and to follow guidance** on the use of the hall within the context of the COVID-19 government advice.

The PCC expects that all users of the Parish Hall and its facilities follow the guidelines on social distancing, including strict adherence to social distancing of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable). All users of the Parish Hall should consider and set out the mitigations you will introduce in your risk assessment.

The size and specific use of the Parish Hall will determine the maximum number of people that can be accommodated while also facilitating social distancing. In defining the number of people that can reasonably follow 2 metres distancing (or 1 metre with risk mitigation), the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.

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It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces). However, premises or locations which are COVID-19 secure will be able to hold more than 30 people, subject to their own capacity limits. **At the time of writing, the maximum number of people allowed in Whitburn Parish Hall remains at 30.**

The PCC is aware that, from 20 July, early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes. Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible.

It is proposed that for childcare groups using Whitburn Parish Hall activities should be

1. Spaced out and self-contained where possible.
2. Equipment unique to individuals cleaned before and after use and any surfaces door handles and bathroom facilities cleaned following a specified and agreed hygiene protocol. (see **Cleaning** below)
3. All names of children, their carers and their contact details should be registered by the leader of the activity for each session in line with the UK Government Track and Trace programme.

CLEANING: The cleaning regime for any user of Whitburn Parish Hall should involve,

- Reducing clutter and removing difficult to clean items can make cleaning easier.
- Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, **such as tables, chairs, door handles, light switches, work surfaces, remote controls and electronic devices.**
- As a minimum, frequently touched surfaces should be wiped down twice a session, and one of these should be at the beginning or the end of the session.
- Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Hand sanitiser units will be fixed to walls near the entrance to the hall and next to the fire exit.
- Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.
- Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels; users should report the lack of these facilities to the Hall Manager

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

The kitchen

It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.

Any cloths and mop heads used on table or bench height surfaces must be disposed of and should be put into waste bags as outlined below.

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Waste

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. Hall users should dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. **Hall users are expected to take away any waste created during their session.**

System of controls expected to be used by all hall users:
Prevention

1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test and Trace to self-isolate, do not attend your setting

2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered

3) ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) cleaning frequently touched surfaces more often than usual using standard products, such as detergents and bleach

5) minimising contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and ensuring areas do not become overcrowded)

6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place all of the time

Number 5 must be properly considered and providers must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Those who use the Parish Hall must agree to the above and provide a written Risk Assessment specific to their activity which should be applied alongside the Risk Assessment attached here.

Michael O'Brien

Church warden

August 2020