

Precautions to mitigate risk of external hiring of Memorial Halls building

Based on BUGB document, *Coronavirus: Guidance on re-opening Baptist church buildings*:

https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx

Reference has also been made to the UK Government document, *COVID-19: Guidance for the safe use of multi-purpose community facilities*:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Preamble

This document lists the mitigations to be applied to the hiring of rooms in the Memorial Halls by external parties to minimise the risk to participants, and others present, of infection by corona virus Covid-19

Legal Requirements

HASAWA: It is a legal requirement under the various Health and Safety at Work Regulations for the Church to provide a safe place of work. The Church must satisfy itself that any activities running on its premises are safe.

The Church, as landlord, has a responsibility to make the building Covid safe. However, users of the building are responsible for their own actions and must act in a safe manner.

The activity proposed by a hirer must be one that has been sanctioned by the Government under the Covid-19 Regulations.

Test and Trace: It is a requirement to keep records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested. An NHS Covid-19 poster with QR code shall be displayed.

Risk Assessment

The Church has prepared its own risk assessment, *Risk Assessment: Use of Church building during Covid-19 emergency*, of which this document forms a part.

Hirers of Church premises will be expected to make their own risk assessments specific to their activities. The Church will require to have sight of it before agreeing to any hire.

Hirers may find that a national association or sporting body has already prepared pro-forma assessments for their activity that can be adapted.

Control measures - existing

The Church has already established a number of control measures which will apply to hirers of the premises.

1. On entry to and exit from the building everyone will be required to use the hand sanitizer provided.
2. Face coverings will be worn where mandated by the Government.

3. Entry to the halls will be by the side entrance from the car park and exit will be through the front door facing the road.
4. There will be a limit of 1 person allowed into a toilet at once. However, young children may be accompanied by an adult.
5. The kitchen will not be available except in an emergency.
6. 2m spaced markers have been placed in strategic positions.
7. QR Code posters have been displayed for use with NHS Covid-19 App.

Control measures – expected in hirer’s risk assessment

Measures to ensure all attendees follow the guidelines on social distancing. Strict adherence to 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) is acceptable.

Means of managing arrival and departure of participants and flow control within the building. Note that the corridors and staircase form ‘pinch points’ where care must be taken.

Limitation on the number of attendees based on the capacity of the room in use.

Procedure for cleaning of equipment or apparatus used in the hirer’s activity.

Means of complying with the NHS ‘Test and Trace’ requirements.

Cleaning

The building continues to be cleaned each week but the Church does not have the resources to clean between every hire.

Therefore hirers will need to perform any cleaning they deem necessary. It is recommended that one person is appointed to prepare the room as required and clean the hard surfaces which will be touched before and after use.

Cleaning materials and a bin will be provided at a designated ‘Cleaning Station’ to be placed in the Annexe to the kitchen.

Building Capacity

The floor area of the various rooms available for hire is shown below. Hirers should make their own estimate of the capacity for their activities:

Halls

Room	Floor area (m)
Main Hall	13.5 x 8.5 (not including stage)
Front Room	3.9 x 7.0
Pre-school Room	5.93 x 8.8
Upstairs Room	8.32 x 8.9 (less dais 1.5x3.0)

Document Revision

Issue	Date	Revision
0.	26 Aug 2020	SMH Draft for approval
1	27 Aug 2020	Additions by JSR. Title changed to include Mem Halls. Agreed for issue
2	6 Oct 2020	Test & Trace added & Track corrected to Test. QR code included. space markers now strategic places. Doc title changed to simpler version.