

## **ART LARK at High Kelling Village Hall COVID-19 (CV19) risk assessment for restarting.**

Having identified the risks, we have put measures in place to mitigate those risks and create a CV19-secure environment for our group. Note that all members have a responsibility to ensure that they adhere to the Special Terms imposed by the hall as well as the rules of our group.

### **CV19 Risk**

The only risk of anyone catching the virus in the hall is if a person who has CV19 enters the building. If an infected individual does enter the building then the risks of the virus being passed on may be caused by:

- a) Non-adherence to social distancing
- b) Touching surfaces that have been infected with the virus
- c) Non-adherence to “catch it, bin it, kill it”

### **Measures taken to mitigate the risk of CV19 infection**

1. All members of the group will wear a mask unless actually eating or drinking and will stay as far apart as possible to maintain social distancing. Each person should sit at the end of a table. Noise and talking should be kept at a very low level as this minimises aerosol droplets.
2. Each member will bring their own drink or will bring a cup and spoon and make their own drink using the kettle, coffee, tea etc. that will be provided. Adequate hand washing should be undertaken before any drink is made. One person can pour water and milk in a number of cups provided the cup owners have placed them, prepared them and that they then pick them up. Biscuits will be provided - members should ensure that they pick up a biscuit and take it away - it should not be replaced if it is then not wanted.
3. Anyone feeling unwell should leave immediately. Furthermore, each member is to provide a ‘next of kin’ who may be contacted in the event of the member feeling unwell and needing to be collected. In the event of someone needing to be collected, they will wait in the committee room.
4. Each week, a rota of 4 members will be scheduled to ensure all handles, light switches, toilets and equipment are sanitised before the group arrives at 9.15. One of the rota’d group will ensure that each arrival has their temperature checked using the infrared thermometer situated at the cleaning station in the entrance to the hall. Anyone with a temperature greater than or equal to 38.0°C will be asked to return home. If they subsequently develop symptoms associated with CV19 they should follow the NHS Test & Trace guidance.
6. One of the same rota’d group will also get the tables out of the cupboard while two more set them up. One of the rota’d group will then sanitise each table and also the metal backs and side edges of the chairs. Members will not be able to sit at tables for a minimum of 5 minutes after the sanitiser has been applied. *This also means that places to sit cannot be freely chosen but will be allocated as members enter.* Books can be taken but only replaced at the end of the session. Equipment should not be shared unless really necessary and should then be sanitised first.
6. Cleaning and hand sanitising stations plus black waste sacks are available in the entrance lobby and the main hall. These comprise disinfectant spray, paper towelling and disposable nitrile gloves. There are mini cleaning stations and waste bins in each of the toilet facilities.
8. Only one member can use the toilet at any time and they should sanitise the area before and after use and follow recommended hand-washing techniques. Anyone returning to the hall less than 10 minutes after visiting the facilities will be sent back to try again.
9. In line with NHS Test & Trace guidelines, all members will need to supply or confirm contact details and we will keep details of all attendees at each session for at least 21 days.
10. Members with underlying health issues should consider staying at home for the time being. Members over 70 should consider whether the measures being taken are sufficient to mitigate the perceived risks of contracting CV19.