



Letham (Angus) New Hall Trust Covid19 Requirements for Restart of Activities

The following risk assessments, terms and conditions/guidance, have been produced as a precursor to the reopening of Letham Village Hall, post Covid19 lockdown requirements and the requirements and guidance by The Scottish Government and other Non Governmental Organisations - NGOs, in order to comply with the advice, precautions and requirements set by The Scottish Government. **This includes but not limited to, the activity, the number of participants, their relationships and domiciles and the required/prescribed controls.**

Also, for the continuation of repeat activity hall bookings.

They shall be updated as required In accordance with the rules and guidance which may be amended at any time, as the battle against Coronavirus/Covid-19 is fought. Updates may be provided by email to the hirer.

The controls described for each identified risk shall be followed by all persons connected with activities undertaken in the hall, i.e. Hall Management Committee, Hall Keeper/Cleaner and all persons partaking in the permitted activities, especially the activity organiser, who is required to comply with the requirements. **This is NOT NEGOTIABLE.**

A separate sheet itemising the Covid 19 additional Terms and Conditions of hire, replicates and expands on the controls identified in the risk assessments, which shall be complied with until such time as they are rescinded.

Prior to the activity taking place, or a series of scheduled activities, the person requesting the hall booking, must sign and date the acceptance sheet, in order to acknowledge the receipt of copies of the risk assessments and terms and conditions guidance sheet, which shall be filed, in order to demonstrate that Letham (Angus) New Hall Trust - The Village Hall - has fulfilled its obligations, in allowing the permitted activities to be executed in accordance with the Covid 19 route map.

Further, the hirer where a group, shall provide a risk assessment or details of the precautions and controls they shall employ, as advised by their parent organisation pertinent to the activity. A copy of their Liability Insurance shall also be provided.

Where the hire is an occasional event, details shall be provided, to demonstrate that the activity will be undertaken in compliance with Scottish Government requirements, in place at that time.

Contents - Hall Management Risk Assessment

Hall User/Hirer Risk Assessment

Terms and Conditions of Hire (Covid 19)

Hirer T&Cs Acceptance Sheet (to be submitted to Hall)

Letham (Angus) New Hall Trust

Management Committee Covid19 Activity Restart Risk Assessment

Note! Level 1= Mandatory Actions, set as Government Advice; 2= Strongly recommended Actions; 3= Actions to further reduce Risk.

Area or People at Risk	Description of Risk	Required Mitigation Actions	Is The Risk Acceptable	Completion Date/ Signature/Notes
<p>Committee, Hall Keeper/ Cleaner, Contractors</p> <p>Identify what work activity, situations or areas that may cause virus transmission and the likelihood of virus transmission.</p>	<p>Cleaning surfaces or working in areas potentially infected by Covid 19 carriers.</p> <p>Disposing of rubbish/waste containing tissues, discarded face masks.</p> <p>Deep cleaning if someone is identified as 'positive' after using the hall.</p> <p>Contractors working in various areas carrying Covid19.</p>	<p>Level 1. Stay at home guidance if unwell posted 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. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Level 3. Contractors to be requested to ensure they are aware of the need to follow the hygiene requirements, especially cleaning the items they have touched during the course of their work.</p> <p>Non-essential posters removed from notice boards etc.</p>	<p>YES</p>	<p>Staff/volunteers etc. 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.</p>
<p>Committee, Hall Keeper/ Cleaner, Contractors</p> <p>Consider who may be at risk and the likelihood of them being exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>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. Mental stress from handling the new situation.</p>	<p>Level 1. Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Level 2. Discuss situation with staff/volunteers 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. Provide screen for any reception office.</p> <p>Level 3. The bar will not be used for serving. The kitchen shall not be used for preparation of food & drink. Bring your own prepared as required.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>YES</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.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

Letham (Angus) New Hall Trust

Management Committee Covid19 Activity Restart Risk Assessment

Area or People at Risk	Description of Risk	Required Mitigation Actions	Is The Risk Acceptable	Completion Date/ Signature/Notes
Car Park/paths/ patio/exterior areas	Social distancing not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Level 1. Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Level 3. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Purchase litter picker devices, in order to avoid direct contact with potentially contaminated items.	YES	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.
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.	Level 1. Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create oneway system and provide signage. Level 2. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	YES	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds etc.	Level 1. Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers 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. Level 3. Consider the removal of curtains and any loose items in Smith & Drummie Halls, in order to reduce the risk of captured virus.	YES	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser. Social distancing.

Letham (Angus) New Hall Trust

Management Committee Covid19 Activity Restart Risk Assessment

Area or People at Risk	Description of Risk	Required Mitigation Actions	Is The Risk Acceptable	Completion Date/ Signature/Notes
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Level 1. Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Level 3. Small meeting rooms etc. To be locked unless required to enter for a special purpose or where a face to face meeting in private is essential.	YES	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a "kettle point" to avoid two groups using the same kitchen.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler/Cooker/Microwave	Level 1. Hirers are asked to control numbers accessing kitchen so as to ensure social distancing, especially for those over 70. The kitchens at Smith Hall and Auldbar Room are NOT to be used for any food preparation. Hand sanitiser, soap and paper towels to be provided. Level 2. Consider encouraging hirers to bring their own Food and Drink sufficient for immediate needs for the time being, and not store in the fridge/freezer. Level 3. Hirer groups to provide own disposable cups, plates and cutlery etc.	YES	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning. If items are used by hirer, they must ensure they clean brush handles etc. after use.	YES	

Letham (Angus) New Hall Trust Management Committee Covid19 Activity Restart Risk Assessment

Area or People at Risk	Description of Risk	Required Mitigation Actions	Is The Risk Acceptable	Completion Date/ Signature/Notes
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<p>Level 1. Decide whether hall cleaner cleans and hirer to clean equipment required before use. Hirer to control accessing, cleaning and stowing equipment to encourage social distancing. This includes tables, chairs, Table Tennis tables etc, and Mother & Toddlers trays and equipment.</p> <p>Level 3. Storage rooms are limited and retained locked for security.</p>	YES	Consider whether rearrangement or additional trolleys will facilitate 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.	<p>Level 1. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</p> <p>Level 3. Consider engaged/vacant signage and posters to encourage 20 second hand washing. Committee have mandated only one hirer per day, until such time as general risk levels are acceptable.</p>	YES	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.
Boiler Room	Door handle, light switch Social distancing difficult	<p>Level 3. Public access unlikely. Cleaner to decide frequency of cleaning. The access door for the boiler for the west end of the hall rooms to be locked as necessary to prevent access, unless access required by cleaner/committee.</p>	YES	

Letham (Angus) New Hall Trust

Management Committee Covid19 Activity Restart Risk Assessment

Area or People at Risk	Description of Risk	Required Mitigation Actions	Is The Risk Acceptable	Completion Date/ Signature/Notes
Stage	Curtains Social distancing Lighting and sound controls	Level 2. Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	YES	
Events	Handling cash and tickets Too many people arrive. Too many people in the hall or room to allow correct social distancing	Level 1. Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Level 2. Cash payments/donations to be handled by one individual wearing gloves. Level 3. The Committee have mandated that only low Covid 19 risk activities to take place, as permitted by the Scottish Government. Smith and Drummie Halls have been appointed maximum capacities in order to attain required social distancing of 2 metres for indoor activity. Smith Hall 48 persons max; Drummie Hall 18. Hirer to ensure they can comply with the requirements and capacities.	YES	

Letham (Angus) New Hall Trust

Management Committee Covid19 Activity Restart Risk Assessment

Area or People at Risk	Description of Risk	Required Mitigation Actions	Is The Risk Acceptable	Completion Date/ Signature/Notes
Playground, Play equipment and Outdoor gym equipment	Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives. If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.	Level 1. Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. Level 2. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures. Level 3. Though not considered to be an outdoor play area any more, the garden area is only used as a wedding or other photo opportunity area, so is not likely to be a Covid 19 risk area under the circumstances.	YES	

We, the undersigned, have considered the risks, the controls and precautions prescribed, in order to mitigate the risk of infection, comply with the requirements of the Scottish Government and their advisors. Further, this risk assessment and other contents of a Hall Covid-19 Safety Package, will be issued to all facility hirers, for which they will be required to acknowledge they will follow all pertinent precautions and controls. The package will be reviewed as necessary, depending on government requirements and edicts.

Maggie Fleming _____ Hall Chair

Geoff Bray _____ HSE Committee Member

Date : 19/9/2020

Letham (Angus) New Hall Trust

User (Hirer) Group Covid19 Activity Risk Assessment

Note! Level 1= Mandatory Actions, set as Government Advice; 2= Strongly recommended Actions; 3= Actions to further reduce Risk.

Area or People at Risk	Description of Risk	Required Mitigation Actions	Completion Date/ Signature/Notes
Cleanliness of hall and equipment, especially after previous hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	<p>Level 1. Group to check the Hall Cleaning Schedule/Record, which is posted on the notice board in the front lobby which will identify when hall was last cleaned. Hirer to ensure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles and window sills, even though this will be undertaken by the cleaner.</p> <p>Level 3. Each user group will be allocated 1 day per week in order to allow adequate infection control. They may however, hold several sessions on 'their day', but shall follow all precautions as appropriate throughout. Use of Main Kitchen & the kitchen adjacent to Drummie shall be avoided. Each group should provide their own cups, crockery & cutlery. If hot drinks are required, they should be brought in, in thermos flasks. Dispose of any disposables in the correct manner, remove all other items and food.</p>	Own equipment and other items should be used e.g. cups, crockery, cutlery.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	<p>Level 1. Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.</p> <p>Level 3. Use of main kitchen to be avoided if possible. No food to be stored in hall cupboards or fridge/freezer. The maximum capacity during Covid19 precautions is Smith Hall - 48, Drummie Hall 18, in order to maintain 2 metre distancing. Hirer to maintain a record of attendees for track & trace purposes.</p>	

Letham (Angus) New Hall Trust

User (Hirer) Group Covid19 Activity Risk Assessment

Area or People at Risk	Description of Risk	Required Mitigation Actions	Completion Date/ Signature/Notes
Respiratory Hygiene	Transmission to other members of the group	<p>Level 1. Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</p> <p>Level 3. Although the hall has supplied hand sanitiser/tissue/roll, each group must supply their own for immediate requirements.</p>	
Hand Cleanliness	Transmission to other members of the group and premises	<p>Level 1. Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</p>	
Someone falls ill with Covid19 symptoms	Transmission to other members of the group and premises	<p>Level 1. Follow hall instructions. Move person to safe area, obtain contacts, inform Hall Management and Hall Keeper/Cleaner.</p>	



Letham (Angus) New Hall Trust

Terms and Conditions of Hire - (Covid 19)

The following Terms and Conditions of Hire, are based on the requirements set by the Scottish Government in force at that time and the sample risk assessments, in order to allow the restart of the permitted activities within Letham Village Hall.

It shall be noted that in order to ensure that any exposure to Covid 19, which may affect members of your group, but also those of other groups hiring the use of the Hall subsequent to your hire is avoided, that greater onus is placed on the 'Lead Hirer', to ensure absolute compliance with the Terms & Conditions and the controls identified in the risk assessments in order to protect the public and prevent escalation of the spread of the coronavirus. The presence of this pack shall be made known to all persons attending, ensuring that all common requirements are complied with.

Prior to your hire starting, the attached Ts & Cs Acceptance Form shall be completed and returned as directed or agreed before the start of the hire.

Terms and Conditions

- 1. You or your group members, must NOT enter, should they or anyone else in the associated household display any of the Covid-19 symptoms. If you, or any of your group members develop any Covid-19 symptoms within 7 days** of visiting the Hall, alert NHS Track and Trace. Alert your Group Leader and Hall Management via **07518267291**.
- 2. Entry and exit shall be made via the front door, whilst we operate on one group per day. Hand sanitiser is available in the entrance lobby, disabled toilet, rear lobby, Smith Hall kitchen & Drummie Hall.** The Hirer or Group Leader shall ensure the doors used for exit are secured on leaving, and egress the hall via the front door and sanitise the door handles and light switches on leaving.
- 3. Maintain 2 metre social distancing so far as is possible.** Wait behind the marked lines on entry to the hall and observe any one-way system and the appointed exit doors.
- 4. Notwithstanding the Scottish Government limits on meeting/socialising numbers etc.** in order to comply with the requirement for 2 metre social distancing, the capacities of the Smith & Drummie Halls reduced, Smith Hall 48 persons max. and the Drummie Hall 18 persons max.
- 5. It is a mandatory requirement for all persons over the age of 12 years to wear a face mask.** The only exceptions are when undertaking **permitted activities** such as sport, exercise etc.
- 6. Use the hand sanitiser provided on entering the hall and leaving at the designated exit.** Clean your hands regularly, soap and paper towels are provided. Note that the hand driers in the toilets have been switched off, in order to prevent infection.
- 7. "Catch it, Bin it, Kill it".** Tissues and other items e.g. used facemasks, are to be disposed of into one of the general waste bins, which shall have a waste bag fitted. Then wash your hands. **Avoid touching your face, nose or eyes.** Clean your hands if you do so.
- 8. Check that your group leader(s) have cleaned door handles, tables, equipment, sinks and common surfaces before the group arrives and on completion of that hire.**



Letham (Angus) New Hall Trust Terms and Conditions of Hire - (Covid 19)

- 9. A Cleaners record will be maintained and displayed in a prominent position and updated as cleaning/infection control takes place.** The Hall Keeper will clean common contact points etc. after each hire daily, on final completion of a session.
- 10. Take turns to use confined spaces such as corridors, toilets or other areas permitted by the Hall Committee.** Standing or sitting alongside someone is lower risk than opposite them. Briefly passing by someone in a confined space is low risk.
- 11. Whenever possible, keep the hall well ventilated.** Ensure doors and windows are secured on leaving.
- 12. Wash your clothes when you get home to reduce the risk of transmission.**
- 13. The Hall Committee reserves the right to decline a hall booking,** if a risk of Covid-19 transmission is considered likely, due to the impracticalities of reasonable and achievable precautions, the nature of the hire and the numbers of attendees and household numbers.
- 14. Additionally, in order to assist and promote compliance with the above, the Hall Committee have introduced restrictions on the availability and use of certain facilities.**
- 15. Hall users shall provide their own crockery, cutlery and other utensils.** Disposable items should be used wherever possible and disposed of in the general waste, along with used masks, wipes, tissues in the waste bags provided. Items that are recyclable, shall be removed by the hirer and placed directly in the external grey recycle bin.
Items of food and refreshments are to be disposed of on completion and are not to be placed in the fridge/freezer which is switched off or anywhere else in the hall.
The main kitchen in Smith Hall is not to be used, but access is available to obtain drinking water or access the first-aid box. The bar area and storage cupboards are barriered off. The upper kitchen at Drummie Hall is also accessible for water, the first-aid facility and authorised access to the main electrical cupboard and Fire Alarm. If hot drinks are required, this shall be via self-supplied thermos flasks. The hot water machine has also been switched off.
Drinks etc. and any other items, shall not be placed on the window sills, in order to reduce contact points.
- 16. In order to restrict/control the number of people in the toilets,** engaged lights have been fitted outside and above the front doors of the ladies and gents toilets. These operate automatically with the toilet inside lights. A maximum of 2 people should be in the toilets at any one time.
- 17. Items of personal clothing or equipment shall NOT be left in the hall,** except agreed items e.g. table tennis tables. Any item discovered prior to the next hire, no matter what, will be ditched in the outside bins regardless of value.
- 18. Extra Tables/Chairs.** Extra numbers will NOT be available, as the store will be locked up.
- 19. The Hirer shall review the risk assessments and Terms & Conditions of Hire in this package** and compile a risk assessment, pertinent to the nature of the hire, and be submitted with the acknowledgement sheet and a **copy of the Liability Insurance Certificate.**



Letham (Angus) New Hall Trust Terms and Conditions of Hire - (Covid 19)

20. The acknowledgement sheet signed by the hirer or group leader, shall be retained by the hall, but will be in line with GDPR regulations as follows:

Single Hire - for a period of 21 days on completion of the hire, allowing for any Covid-19 symptoms to appear, allowing the hall to take any necessary actions resulting from an infection, and then destroyed.

Multiple Hire - the form will be retained for as long the activity is repeated. Should however, there be a change in the group leader/hirer, a new form will be raised and the original destroyed.



Letham (Angus) New Hall Trust Terms & Conditions of Hire (Covid-19) Acceptance Form

Date of hire or entry ___/___/___, retained until (+21 days) ___/___/___

I, _____ (Name in Block Capitals),

as hirer of facilities within Letham Village Hall being managed under the auspices of Letham(Angus) New Hall Trust, for the purposes of the under mentioned event:-

_____ (purpose of event)

do acknowledge receipt of the Management and Hirer Risk Assessments & the Terms & Conditions of Hire, established in order to comply with Scottish Government guidance and requirements for operating the facility under the relevant phases of the Covid-19 pandemic.

Also, I will communicate the requirements as relevant to this event, and will take all reasonable steps to ensure the safety and health of those attending this event and also of those attending subsequent events in the hall.

I will raise a record of attendee contact details for use in the event of an attendee contracting Covid-19 for the purposes of NHS Test & Trace

This acknowledgement sheet will be filed & retained by the Hall Committee under the rules of the General Data Protection Regulations, i.e. destroyed after 21 days after date of hire, or series of hires, to allow the correct actions to be taken in the event of an attendee demonstrating Covid-19 symptoms.

Signed: _____ Date: ___/___/___

eMail address _____