

Action Plan to implement Risk Assessment mitigations and reopen under Covid safe arrangements V1. dtd 02/08/2020 v4

		Task	By whom	By when	Done
1	Insurance	Advise the hall's insurers whether/when the premises will be re-opening and check any requirements.	Sheila	14th Aug 2020	12th Aug email - acknowledged on 13th
2	Security	Check the security code or key logs are up to date.	Keith	14th Aug 2020	note - chubb arriving to sort master code 14th Aug. List updated and new codes issued 6th Aug
		Advise Shield security if appropriate	Sheila	14th Aug 2020	n/a
3	Risk Assessment	Carry out a COVID-19 Risk Assessment in consultation with any employees, if you have any and hirers	Sheila and Terry	01/Aug 2020	16th July approved by Trustees
		Provide to hirers	Terry	on booking	
		Action plan to execute risk assessment and mitigations - draft to Trustees on 26/07/2020	Terry	31st July 2020 - to be approved by trustees	issued as final on 2nd August after circulation and comments received.
5	Cleaning	Consider whether additional cleaning is required, where and when. Ordinary household products can be used.	Sheila	Ongoing evaluation	
		Notice to cleaner to return to work	Sheila	31st July	26th July - Trustees copied

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	Subsequent cleaning regime to follow will need to be identified.	Sheila through trustees	13th Aug	cleaner in each weekday with hirers responsible for cleaning equipment before and after each session trolley available cleaning log to be established and contain compliance forms
	Notify cleaner of work requirements	Sheila	10th Aug	email 26/0720
	Release cleaner back from Furlough	Rebecca	7th Aug	
	Consider arrangements for moving, stowing and cleaning equipment.	Trustees	Meeting 13th Aug	staff bin in kitchen - all hirers to take away masks and gloves
	A thorough clean of the hall should be undertaken before it re- opens	Sharon	10th - 14th Aug	10th and 11th (7 hours)
	Provision of appropriate cleaning materials required for cleaner and for the hirer trolley	Yvonne to check supplies and order	10th Aug and on-going	trolley set up and operating 16th Aug
	Implement “compliance “ form for each session for completion ref cleaning of equipment and toilets between bookings	Terry	On booking and at end of each session	Compliance form available 13th Aug

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		Rubbish to be removed daily	caretakers and cleaner	Ongoing	
6	Staffing	Discuss with your caretaker/cleaner/contractor any changes in work patterns required to ensure the hall meets the COVID-19 Secure guidelines. HSE provides a leaflet of things to discuss with an employee.	Sheila and Terry	Sharon - 10th Aug Lee 17th Aug Tim - tbd	
		Training session		Lee - 17th Aug Tim - tbd	
		Agree any changes in writing with cleaners/employees.	Sheila	10th Aug and ongoing as things develop	
7		Ensure the caretaker/cleaner has appropriate PPE: Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed.	Sheila and Terry Supplied through smile		PPE located in kitchen
		Check for reorder and additional as required	Yvonne	Ongoing	
		A set of disposable PPE is also needed in case decontamination is required.	Sheila and terry	10th Aug	see Covid first aid box
		Contractors should use their own equipment,	caretakers to ensure	as required	

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8	Legionella	Flush through the water system, five minutes for each tap, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray while flushing and wipe up afterwards with household disinfectant.	Allan to arrange (Note - this was done every week on the inspections)		
		Check hot water system is set at a minimum 50C. (See Chartered Institute of Environmental Health Officers guidance, link in Section 6).	Allan to confirm Note - diffusers in place		Plumber attended - diffusers in place at all washroom sinks and the hand wash sink in kitchen
9	Health and Safety	Carry out the routine health and safety risk assessment of the whole premises.	Russ	14th Aug prior to first booking on 17th	13th Aug - completed
		Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads.	Keith if required		up to date
		Ensure any fridge/freezer is working at correct temperature,	Keith if required		done 13th Aug
		the heating and hot water system operational.	Keith if required		n/a
		Identify and address any items requiring attention e.g. light bulbs failed, trip hazards.	Keith	Ongoing	ongoing

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1 0	Fire Safety	Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working.	Sheila and Russ		Dec 2019/Jan 2020 plus weekly fire alarm checks completed and JD alarms attended to deal with outstanding issues (date...)
		Ensure all Fire signage in place	Sheila	10th Aug	16th Aug
1 1	Hygiene	Hand sanitiser needs to be provided at entrance and exit routes.	Terry and then Caretakers after return to work	14th Aug	sanitiser unit filled and fixed to wall with notices 16th Aug 2020
		Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll, should be provided.	Sharon	ongoing - daily checks	
1 2	toilets	cleaned each weekday morning by cleaner and then by hirers after each booking - hirers to manage the one in/one out arrangements for girls and boys	cleaner	ongoing	
		disabled toilet for library staff only (unless a need by a hirer)			notice displayed

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1 3	Provide Signage	The certificate that the premises comply with COVID- 19 secure guidelines be displayed at entrances	Terry	16th Aug before opening on 17th	displayed on outside notice board and on internal COVID notice board - signed and dated by Chair as required
		Sign that People should not enter if they have symptoms should be displayed at entrances	Terry	16th Aug before opening on 17th	15th Aug on main door
		The PHE posters encouraging frequent, good handwashing techniques	Terry	16th Aug before opening on 17th	posted on black-board 15th Aug
		hygiene “Catch It, Bin It, Kill It”	Terry	16th Aug before opening on 17th	posted in hall
		Signage and posters to be collected from Cottingham	Sheila	31st July	collected on 31st July
		Additional signage and footprints to be acquired	Sheila	10th Aug based on what has been supplied already	ordered and received 1st Aug 2020
		Notice “ NO PUBLIC ACCESS - except if booked on a class to be posted on door to prevent casual use of toilets	Sheila		Posted on Monday 27th July

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1 4	Markings/Social distancing	use tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the hall.	Terry	16th Aug	done on 15th Aug - to be inspected on each opening day
		mark one way system via small hall into main hall and out by the toilets	Terry	16th Aug	15th Aug
1 5	Bookings	Prepare special hire conditions and instruct booking secretary as to any changes in the Hall's hire policy during re-opening, i.e. which bookings can be accepted, any changes to charges, and	Terry	31st July	approved 16th July by Trustees Amended 8th Aug ref face coverings
		to provide hirers with a copy of the COVID- 19 secure poster.	Terry	on booking	
		Hirers to keep attendance lists	Terry	notification on booking	included in Special conditions
		One to one meetings with hirer before accepting return to bookings	Terry	ongoing	24th July Meeting with Fleur to determine Summer school arrangements and return in September
1 6	Covid notification	Identify designated space for someone with suspected COVID-19	Terry	On bookings depending upon space availability	

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		Task	By whom	By when	Done
		make available the East riding notification process and forms	Terry	on booking	located with Covid First Aid box in lobby
17	Marketing	Ensure the website has up to date information, including special conditions of hire.	Sheila via Graham	14th Aug	Aug 2nd
		Advertise availability as appropriate.	Sheila	ongoing	
		Links with local publications	Marion	Ongoing	Aug 2nd - draft notice supplied
18	Operations	identify sets of tables and chairs for each regular booking to avoid cross contamination	Caretaking	ongoing	
		Store cupboard to be out of bounds to all hirers	Caretaking	ongoing	
		Monitor of special conditions compliance	Rota of trustees	ongoing	
		Ventilation to be opened for main hall in morning and closed at night	Caretaker	as required for bookings	
		Covid first aid box	Janie	14th Aug	in place in lobby with treatment instructions
		Cushion Chairs to be stored in office and not used unless a specific health need by a participant in a class.	Caretakers	ongoing	all removed to office on Sat 1st Aug

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		Task	By whom	By when	Done
		Kitchen to be kept locked	Caretakers	ongoing	
		All fire doors to be kept shut	All	ongoing - monitored as above 18.3	
19	Notice Boards	to be updated to reflect new circumstances	Terry and Sheila	7th Aug	ongoing updates
20	Car Parking	manage the opening and closing of car parking to ensure that people queuing for entry to both Hall and library are not endangered	Caretaking	ongoing	
21	Library	ongoing discussions of issues as Library begins to reopen	Sheila	Ongoing	various meetings and discussions held at every stage of opening
		Provide Risk assessment and special conditions as approved by trustees	Terry	asap	2nd Aug
		Advise on use of toilet (disabled to be made available) and need to liaise with hirer about social distancing when moving to toilet area from Library - NO public access to hall from Library to be allowed	Sheila	ongoing as required	meeting Friday 24th July
		Agree queuing arrangements and car parking	Sheila	31st July	24th July - meeting to determine process.

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		Task	By whom	By when	Done
20	Budget	Review budget forecast for 2020-21.	All trustees	13th Aug	details of current position provided at recent Trustee meeting - postponed to Oct 15th
	updates	V1 issued 02/08/2020			
		v2 issued 13th Aug prior to meeting			
		v3 issued 14th Aug following Trustee meeting			
		v4 issued 16th Aug			