

Checklist for Users of the Lower Hall

In considering whether to hold an event in the parish halls, you may find it helpful to think about the items on this checklist. Column A summarises the measures that the Parish is putting in place. Column B sets out the actions we would expect you to cover in your risk assessment and planning for any event. We have put this simplified checklist together to support your decision-making. It is not a substitute for the Parish Risk Assessment and relevant Government Guidance.

Areas to consider	A. CONTROLS THE PARISH IS PUTTING IN PLACE	B. CONTROLS EVENT ORGANISERS ARE REQUIRED TO PUT IN PLACE
Maximum capacity	The Lower Hall can seat 34 people in a theatre layout, whilst maintaining 2 metre social distancing.	Alternative layouts, eg with tables, would have a lower maximum capacity. Event organisers would need to assess capacity for their preferred layout, whilst maintaining social distancing between households and include this in their risk assessment for review and approval by the parish.
Is the event or activity permitted under current legislation and Government guidance?		Different activities are subject to specific Government guidance. Please confirm that you are satisfied that the event/ activities you are planning are permissible under current Government guidance and legislation.
Purchase of supplies	<p>The Parish Caretaker will ensure there are adequate supplies of materials to support hygiene and Test and Trace:</p> <ul style="list-style-type: none"> - hand gel of no less than 65% alcohol in key identified areas. - adequate welfare facilities for event organisers, in terms of hand wash/ hand sanitisation. - adequate protective equipment – single use gloves and aprons. - adequate cleaning materials – detergent, sanitiser, disposable cloths. - tape (or other means) to mark out social distancing. 	
Entry and exit points	The entry and exit points are clearly identified (entrance by the kitchen, exit by the stairs to the lounge).	Sufficient stewards must be provided at entrance and exit points to manage arrivals and departures.

		<ul style="list-style-type: none"> - Stewards must ensure that hand sanitisation by visitors occurs at entry and exit points; face masks are worn and 2 metre social distancing is maintained. - If the predetermined capacity is reached, stewards are required to prevent others from entering the hall (for example, through a one in, one out process). - Anyone with cold or flu-like symptoms should be asked not to enter.
Ventilation	Doors (except fire doors) and windows, wherever possible, will be opened to increase natural airflow.	
Hand sanitisation stations	Hand sanitisation stations are available at entry and exit points.	Stewards should ensure that all attendees use hand-sanitiser on entry and exit.
Signage	<p>The Parish Caretaker will display signage:</p> <ul style="list-style-type: none"> - requesting parishioners to sanitise hands on entry and exit; - remind users of requirement to wear face-masks; participate in Test and Trace process; and maintain two metre distance between households; - build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue “catch it, bin it, kill it”; and - official NHS QR code for test and trace. 	
Track and Trace	The Parish Caretaker will provide adequate test and trace forms and sanitised pencils.	<p>Event organisers should ensure that all attendees (or the lead member of a household group) fill out an NHS Test and Trace form. These should be retained by the organiser for 21 days before being destroyed. Used pencils should be placed in a separate container, to be returned to the parish for cleaning after the event.</p> <p>Event organisers should assist NHS Test and Trace with requests for that data if needed.</p> <p>The Parish Caretaker must be informed immediately of a positive Covid-19 test result.</p>

Seating	34 chairs are available to use. The remainder are cordoned off and are not to be used.	Chairs to be arranged in order to maintain a distance of 2 metres between households.
Kitchen	<p>The kitchen will be re-opened gradually, beginning with facilities to provide limited refreshments only (ie the use of a kettle/hot water urn, cups, sinks and waste bins).</p> <ul style="list-style-type: none"> - 2m markers will be placed on the floor. - Signs will be put in place to remind users of need for social distancing, hand hygiene, face masks and maximum of two people in the kitchen at any one time. - Difficult to clean items will be removed or cordoned off. 	<p>Event organisers will be required to ensure:</p> <ul style="list-style-type: none"> - No more than two people in the kitchen at any one time. No children. Social distancing. - Face coverings to be worn. - Volunteers should wash hands before and after handling plates, cutlery and equipment such as the kettle/ tea urn. - Crockery and eating utensils should not be shared. - No kitchen appliances, crockery or other items will be used, except those which have been agreed in advance with the Parish Caretaker. <p>If the kitchen is used, event organisers will be required to clean thoroughly before and after event with emphasis on high contact areas i.e. kettle, hot-water urn, door handles, toilets, kitchens, worktops, light switches, bins, etc</p>
Toilets	<p>The toilets are open and available to use.</p> <ul style="list-style-type: none"> - Signage is posted to build awareness of good handwashing technique and remind users of one in, one out approach to maintain social distancing in the sink area. - There is hand sanitiser available on entry to toilets. - There is running water, liquid soap and paper towels/ hand driers. 	<p>If toilets are used, event organisers are required to clean toilet facilities before and after event with emphasis on high contact areas i.e. door handles, locks, flush handles, taps, soap dispenser.</p>

Sufficient volunteers to manage social distancing and cleaning requirements		<p>Event organisers will need sufficient volunteers, who are fit for work and are not classed as clinically vulnerable, self-isolating or shielding. Volunteers should:</p> <ul style="list-style-type: none"> - be made aware of the maximum capacity of the hall. - complete an inspection of the hall before opening, to ensure that all facilities, signage and equipment are in place. - practise good hand hygiene themselves through regular washing or sanitising. - maintain social distancing themselves and not physically interact (shake hands, hugging, etc.) with other attendees with the exception of a medical emergency situation.
In order to maintain a safe environment a strict cleaning regime will need to be implemented.	<p>The Parish Caretaker will instigate an enhanced cleaning regime. As a minimum, frequently touched services will be wiped down by the Caretaker every day that the premises are in use.</p> <p>If a confirmed diagnosis of COVID-19 has been received or reported, all surfaces that the person has come into significant contact with will be cleaned again, including, all high-contact areas such as toilets, kitchens, door handles, chairs, tables etc.</p> <p>If a person becomes ill in a shared space, these will be cleaned by following current guidance.</p>	<p>Event organisers are required to clean premises thoroughly before and after event with emphasis on high contact areas i.e. door handles, toilets, kettle, hand-sanitiser dispenser, chairs, worktops, light switches, etc. Full government guidance on cleaning can be found here: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> - Cleaners are reminded of the required ‘catch it, kill it, bin it’ and effective hand hygiene. - Cleaners will wear rubber gloves and aprons when cleaning. - Disposable cloths will be used for cleaning. - Any items left behind by visitors will be placed into separate plastic sacks and be removed to lost property.
Higher risk groups	<p>Certain groups of people are at increased risk of severe disease from Covid-19, including people aged 70 and over. Such individuals are advised to stay at home as much as possible, and when they do go out, to take particular care to minimise contact with others outside their household.</p>	<p>Event organisers to indicate in their risk assessment whether their event will involve vulnerable individuals and if so, to consider what particular provisions may be needed for these groups.</p>
Children		<p>Children are a welcome and valued part of the Sacred Heart community. To keep everyone safe, event organisers are</p>

		asked to ensure that adequate supervision is in place to reduce the risk of large areas becoming contaminated by frequent touching of multiple surfaces by unsupervised children.
Noise	The Parish will not permit events to go ahead that are likely to require attendees to unduly raise their voices – including but not limited to playing loud background music that makes normal conversation difficult. This is because of the increased risk of aerosol and droplet transmission.	Event organisers to confirm that they comply with this provision.