

## HAMPSTHWAITE MEMORIAL HALL

Hollins Lane  
Hampsthwaite, HG3 2EJ  
Reg Charity No. 523703  
H.B.C. Licence No. WK/050606862

### Bookings:

Email: [Bookings@hampsthwaite.org.uk](mailto:Bookings@hampsthwaite.org.uk)  
Web: [www.hampsthwaite.org.uk/memorialhall/](http://www.hampsthwaite.org.uk/memorialhall/)  
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### Memorial Hall COVID Risk Assessment – Guidance for Hirers

This guidance shows the kind of approach groups might take when hiring the Memorial Hall. Use it as a guide to think through some of the hazards and the steps you need to take to control the risks which are particular to your group. **Please note that it is not a generic Risk Assessment** that you can just put your group name on and adopt wholesale without any thought. This would not satisfy the law - and would not be effective in protecting people.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. One group leaves hall or equipment without cleaning.	<p>Group organiser to check when hall is cleaned.</p> <p>Ensure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, washbasins, door handles, WC seats and locks.</p>	<p>Bring your own equipment as far as is possible and ensure it has been cleaned.</p> <p>Report any problems to the Booking Secretary</p>
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain social distancing	<p>Advise group they must comply with social distancing as far as possible including while waiting to enter the premises and when using more confined areas (e.g. moving and stowing equipment, which should be kept as brief as possible).</p> <p>Adopt layouts to facilitate this – eg position furniture as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face, and if tables are being used, they should be placed to maintain a distance of at least 2 metres across between people who are face to face (e.g. using a wide U-shape).</p> <p>Organise in 'support bubbles' or 'household groups' where possible.</p>	<p>Ensure only one user at a time is in the toilets and that there is no queueing in the toilets corridor</p> <p>Take particular care to ensure 2m Social distancing with any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19</p> <p>Ask people to bring their own food and drink?</p> <p>For performances and other events with seated audiences, it is recommended that attendants be provided, who will ask people to seat themselves furthest from the entrance on arrival and to leave closest to the exits first</p> <p>Consider using different exit to create one-way system?</p>
Respiratory hygiene	Transmission to other members of group	<p>Catch It, Bin It, Kill It.</p> <p>Provide tissues and ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</p> <p>Encourage group to avoid touching mouth, eyes, and nose.</p> <p>Face coverings are most relevant for short periods indoors in crowded areas where social distancing isn't possible.</p> <p>Face coverings do not replace social distancing.</p>	<p>You may wish to ensure you bring your own tissues and hand sanitiser.</p> <p>If full, empty bins used for cleaning materials into bin outside kitchen at end of hire.</p> <p>Open windows and doors for ventilation when possible and ensure they are closed afterwards</p> <p>Face coverings are advised when working with food or vulnerable people.</p> <p>The priority is that social distancing and good hygiene are maintained.</p>
Hand cleanliness	Transmission to other members of group and premises	<p>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.</p>	<p>Avoid sharing equipment as far as possible</p> <p>Allow time for this at the start and end of each session</p>
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	<p>Keep a register, identify contacts, inform Booking Secretary. Follow hall instructions. Ensure they leave and seek medical attention or move person to safe area.</p>	<p>If unable or unsafe to return home, transfer to Isolation Area located in Green Room then call for medical assistance. Use PPE provided there.</p>

## Memorial Hall COVID Risk Assessment Template – Hirers (DRAFT)

**Group/Organisation name:**

**Assessment carried out by:**

**Date assessment was carried out:**

All groups, organisations or societies hiring the Memorial Hall must protect its members from harm. This includes taking reasonable steps not only to protect them, but also other groups which may follow, from coronavirus. This is called a COVID-19 risk assessment and it will help us all manage risk and protect people visiting the Memorial Hall.

**Every Group is different** - you need to think through the hazards and controls required in your Group for yourself – eg in terms of the **particular membership, activities, equipment or spaces** used.

**Keep a register** of group members' phone numbers and/or email addresses to facilitate contact tracing. Ensure all know why you have the data, keep it secure and erase when no longer needed – see <http://www.hampsthwaite.org.uk/memorialhall/548> for further information on Data Protection (GDPR).

This Template can be used to help ensure the key areas required by the **Memorial Hall Risk Assessment** and **Special Conditions of Hire** have been covered – see <http://www.hampsthwaite.org.uk/memorialhall/548> . Extend on to other pages if needed.

Once completed, the Actions listed in the Risk Assessment will need to be monitored to ensure that what has been put in place is working as expected.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Memorial Hall and Equipment Cleanliness			
Social Distancing			
Respiratory Hygiene			
Hand Cleanliness			
Someone falls ill with COVID-19 symptoms			

## Risk Assessment Issues Organisers May Wish to Take into Account

UK Government Guidance advises that: *“A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace.”*

Group / Activity	Issues for Consideration
Bridge Club	<p>The maximum occupancy of the Dining Room for people sitting at tables is 12 and 32 for the Main Hall (if none from household or support bubbles). Should players ensure they sanitise their hands before and after playing? If equipment is locked away and the table trolley is covered and labelled not to be used by others, weekly use between sessions would leave enough time to sanitise</p>
Brownies	<p>The area of the Main Hall is approximately 125 square metres. Organisers are advised to divide young people into ‘bubbles’, with a maximum of 15 people per ‘bubble’ and Covid Secure venues may accommodate multiple bubbles if space allows. See The National Youth Agency (NYA) at <a href="https://nya.org.uk/guidance/">https://nya.org.uk/guidance/</a> - currently Amber alert level</p>
Children's Parties	<p>Managing social distancing, tea and hand washing for a small group of children would be easier so a lower capacity limit advisable. The number would depend on factors such as size of room, age group, whether all already attending the same school. Children’s entertainers will have plans for managing social distancing and encouraging hand washing, so a good option See ACRE Guidance at <a href="https://acre.org.uk/news/2020-07-21-information-to-help-village-halls-reopen-updated">https://acre.org.uk/news/2020-07-21-information-to-help-village-halls-reopen-updated</a></p>
Concerts - Rehearsals - Performances	<p>From 11th July Stage 3 applies. Musicians, dancers and actors and technical teams can resume training, rehearsals and recorded performances where they wish and are able to. This includes amateurs as well as professionals. Amateurs and volunteers connected with performances are encouraged to follow the Government guidance, which applies to a very wide range of performance activity. See <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a> Arrange seating with empty chair(s) between each person? Provide an attendant to control entry and exit? Extend seating into Sun Lounge?</p>
Dancing for Well-being	<p>The maximum occupancy of the Main Hall for dance should be reduced to take into account of vulnerability – e.g. perhaps closer to 20? Do organisers require Face Coverings? Can toilet use be minimised – e.g. limit to disabled WC? Can group members bring own drinks?</p>
Drama Groups: - Rehearsals - Performances	<p>From 11th July Stage 3 applies. Musicians, dancers and actors and technical teams can resume training, rehearsals and recorded performances where they wish and are able to. This includes amateurs as well as professionals. Amateurs and volunteers connected with performances are encouraged to follow the Government guidance, which applies to a very wide range of performance activity. See <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a> Arrange seating with empty chair(s) between each person? Provide an attendant to control entry and exit? Extend seating into Sun Lounge?</p>
Film Nights	<p>The maximum occupancy of the Dining Room for people seated is about 20 and 60 for the Main Hall (reduced if sat at tables) Consider use of rectangular tables to aid facing forward instead of face to face or arrange seating theatre style with empty chair(s) between each person? Provide an attendant to control entry and exit? Can tables along the window wall of the Sun Lounge create a bar with a one-way system?</p>
Funeral Reception	<p>Maximum of 30 attendees See <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic</a></p>

Gardening Club	The maximum occupancy of the Dining Room for people seated is about 20 and 60 for the Main Hall if none from household or support bubbles ( <i>reduced if sat at tables</i> ). If using tables, place them to maintain a distance of at least 2 metres across between people who are face to face ( <i>e.g. use a wide U-shape</i> ).
Hampsthwaite Feast and Show	The use of the Main Hall for the Show should regard the use as a sales area for guidance on maximum occupancy – i.e. around 20? Spread round other rooms?
Indoor Bowling Club	The maximum occupancy of the Main Hall is 16 for any sport but this could be increased a little to around 20 if movement around the room is more limited? Can the number of players touching a bowl be restricted and/or each bowl regularly sanitised? If equipment is covered and labelled not to be used by others, 72hrs between sessions will leave enough time to sanitise?
Mother and Toddler	Advice is to focus on hand cleanliness, no soft toys and try to arrange the room into small groups, but recognise that it may not be perfect so any parents with clinically vulnerable close relatives may need to think carefully about attendance. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a>
Pilates	The maximum occupancy of the Dining Room for relatively static activities can be taken as similar to people sitting at tables which is 12 and 32 for the Main Hall
Polling Station	The maximum occupancy of the Dining Room for people sitting at tables is 12 and 32 for the Main Hall – i.e. a Polling Booth may be regarded as occupying a similar space to a table?
Private Functions	See <a href="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">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</a> Also for Weddings a maximum of 30 See <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships">https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships</a>
Railway Modellers	The Main Hall should be regarded as a sales area for guidance on maximum occupancy – i.e. around 20? Spread out stalls into other rooms? Effectively an indoor market and so subject to new regulations on Face Coverings – see <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a>
School Concert	See <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a>
Village Society	The maximum occupancy of the Dining Room for people seated is about 20 and 60 for the Main Hall if none from household or support bubbles ( <i>reduced if sat at tables</i> ). If using tables, place them to maintain a distance of at least 2 metres across between people who are face to face ( <i>e.g. use a wide U-shape</i> ).
Women's Institute	The maximum occupancy of the Dining Room for people seated is about 20 and 60 for the Main Hall if none from household or support bubbles ( <i>reduced if sat at tables</i> ). If using tables, place them to maintain a distance of at least 2 metres across between people who are face to face ( <i>e.g. use a wide U-shape</i> ).
Yoga	The maximum occupancy of the Dining Room for relatively static activities can be taken as similar to people sitting at tables which is 12 and 32 for the Main Hall?
Zumba	The maximum occupancy of the Main Hall is 16 for any sport but this could be increased if movement around the room is more limited. Ventilation requirements for indoor gym type activity @100sq.ft per person would be met by groups of 25 to 30 with windows and all internal doors open ( <i>15mins before start of session</i> ) and floor area as described in Section 5. Ventilation of indoor gym and leisure facilities at <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</a> See also: CIBSE COVID-19 VENTILATION GUIDANCE ( <a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a> )