

HOLME HALE PLAYING FIELD TRUST

REGISTERED CHARITY NO. 303979

COVID RISK ASSESSMENT FOR THE PAVILION – HOLME HALE.

SAFEGUARDING POLICY

Cleanliness of hall and equipment, especially after other hires:

Each group has been asked to bring their own cleaning equipment and make sure surfaces are cleaned before, during and after hire. E.g. tables, chairs, door and toilet handles. Groups can use their own equipment such as mats for keep fit etc., The hall will be cleaned professionally once every week.

A table at the point of entry to the main Hall will be provided with sanitiser, tissues and paper towels to enable users to sanitise hands. A bin with liner will be placed underneath for anything that has been used by group.

Social Distancing:

Advise all attending that they must comply with social distancing as far as possible and to use the entry and exit. There are three entrances and exits to The Pavilion plus a further entrance to The Tony Robinson Centre. If the main entrance is used one of the other doors may be used for exit. Make sure this door is open for entries to the session, but please ask all users to put masks on in the corridor leading to the hall. This way the users can distance themselves appropriately. If the Tony Robinson Centre is used, then please allow each person to enter and exit with appropriate social distancing. Use one of the fire doors on the left of the Main Hall for exit if the main hall is used,

The toilets at the front of the building may be used but there is a need to make sure that they are used by one person at a time. Allow time for occupant to use toilet appropriately. Wash and sanitise hands.

Allow polite socially distanced speaking – no raised voices or singing or shouting.

Take turns when using confined spaces, such as the entry corridor to the main hall.

Respiratory Hygiene:

Catch it, Bin It, Kill it. Ask group to avoid touching mouth eyes and nose. Wear face coverings on entering the building until in the actual Hall. Bins are provided for disposable rubbish such as tissues. Wash and sanitise hands. Bins to be emptied at end of session.

Hand sanitising to be used on entering and exiting the hall – wash hands regularly used soap and paper towels.

Pick up and Drop Off of users to the Hall:

When parents or chaperones or carers are dropping off children to attend activity, please do so without entering the building making sure that you are adhering to social distance guidance. Adult to adult contact must be limited at entrances/exits. On collection the same rules apply. Please wait outside the entrance – socially distanced and wait until your child is brought to the door. If you have to enter the building for any reason please wear a mask. The Host of such activity to be able to control the entry and exit of those using the hall.

Chairman: Mr. M. Buttolph, 22, Cook Road, Holme Hale IP25 7DJ

Vice Chairman: Ms V Thompson 35 St Andrews Close, Holme Hale IP25 7EH

Secretary: Mrs. W. McNeil Partridge Corner, Church Road Holme Hale IP25 7DR