

ST ANDREW'S COMMUNITY HALL CHARMOUTH  
Hall Users Covid-19 Group Covid Officer Acceptance Sheet August 19th 2020.docx

I ..... am the Covid Officer for the ..... .....group.	
Signed: ..... Date: .....	
I have read the latest Covid -19 Guidance and will keep myself updated of any changes for the safe use of multi-purpose community facilities. <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>	<input type="checkbox"/>
I have understood that failure to complete a group risk assessment which takes account of Covid-19 or completing a risk assessment but failing to put in place sufficient measures to manage the risk of Covid-19 could constitute a breach of health and safety law. A copy of your completed group risk assessment shall be provided to the booking secretary before your booking can be accepted.	<input type="checkbox"/>
A Track and Trace Record Sheet shall be completed for each group session and to be kept for 30 days by the Group Covid Officer. The Track and Trace document shall record the contact details of all members of the group who attended that session.	<input type="checkbox"/>
Members of each group must report any Covid-19 symptoms or positive Covid-19 test results to the Group Covid Officer, follow Government guidelines and inform a member of St Andrew's Community Hall committee. This includes subsequent development of symptoms or positive Covid-19 test results following use of the hall. A sample Hirers Risk Assessment is on the St Andrews Community Hall website.	<input type="checkbox"/>
Place a new bin bag in the lobby waste bin before your group session.	<input type="checkbox"/>
The Group Covid Officer is responsible for the numbers of people attending the group session and the recommended social distancing and hygiene guidelines regarding numbers within the hall e.g 2 metre rule.	<input type="checkbox"/>
All group members must hand sanitise before entering the hall in the lobby.	<input type="checkbox"/>
The toilet must be used by only one person at a time and all touched surfaces cleaned with anti bacterial wipes and left as you found it.	<input type="checkbox"/>
The main doors open and the fire doors shall be kept open to allow adequate ventilation of the Main Hall. If the weather prevents this, the Group Covid Officer shall ensure adequate ventilation is achieved.	<input type="checkbox"/>
Please refer to the Government guidelines regarding noise and voice projection, vulnerable people and parking at a safe distance to ensure adherence with the Covid-19 requirements.	<input type="checkbox"/>
At completion of the group session the following cleaning shall be carried out with anti-bacterial wipe or spray; all chairs used all chairs returned to the side of the hall all handles touched all switches and buttons touched outside door key, handle and key lock	<input type="checkbox"/>
At completion of your session empty the toilet waste bin into the lobby waste bin. Remove the bin bag from the lobby bin and dispose of in the external wheelie bin at the lefthand side of the hall.	<input type="checkbox"/>

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