
Pathhead & District Community Association scio

Community Hall - Safe Use of the Hall

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1 Responsibilities

The policies, guidelines and expectations for using Pathhead hall can be found on the website. The responsibilities between user and hall are noted below.

These are relevant to the post level 0, post August 9th 2021 restrictions and guidelines wrt Covid 19 safety. Additional responsibilities may however be placed on both hirers and the hall committee should other level restrictions be re-introduced by the Scottish Government

All reasonable effort should be made to ensure these are carried out. **Users of the hall must monitor government guidance in case it changes at short notice and check with the Trustees.**

Hirer	Hall
Provide proposal via website for using the hall	To review proposal and agree approach.
Read terms and conditions and health and safety policies. Consider provisions in light of the current in force guidance	Keep policies, guidelines and Health and Safety information up to date
Carry out a risk assessment appropriately for type of event . This si particularly important if children or vulnerable people are attending.	To provide help with risk assessments
Follow on site guidance and guidance on the website.	Carry out necessary safety checks and keep guidance up to date.
Ensure the appropriate licensing and permissions are obtained prior to the event. This includes special licenses for serving alcohol, gaming/gambling and showing films.	The hall has an entertainments license.
Attend promptly at agreed time.	Open the hall and check basic facilities.
Carry out necessary checks, including health & safety checks before commencement of hire	Provide guidance on setting up
Clean areas and equipment to be used (whether hall or personal) before use. NB: Hirers must not assume that tables/chairs/cups etc have been cleaned before their event.	Provide cleaning equipment, materials and a hand sanitising station.
Ensure there event progresses in line with proposals and risk assessment. Take account of any adverse weather conditions, e.g. snow and ice.	Put up posters indicating contact numbers for people to report issues independently of organisers.
Depending on the event, keep a record of attendees and contact details	Keep a general record of attendees and contact through a visitors book
Clean equipment used (whether hall or personal) before and after event. Take all rubbish produced in event including any PPE away for disposal.	Provide cleaning equipment, materials and a hand sanitising station.
Report any incidents, accidents, issues or concerns to the committee using forms.	Review and take action on any incidents, accidents, issues or concerns reported to the committee



Carry out cleaning specific to the type of event or modify the event according to what cleaning the hall does. E.g. the hall cannot guarantee the hall floor is cleaned between each use. Any users should be aware of this and use mats if necessary.	Carry out general cleaning, i.e.: cleaning of facilities and disinfecting of surfaces several times a week. The hall floor and stage floor will in general only be cleaned once a week.
Agree any specific cleaning arrangements with the hall.	<p>The hall will :</p> <ul style="list-style-type: none"> • maintain and top up sanitizing stations at the front doors, in the toilets, and in the kitchen. • ensure cleaning equipment and chemicals are available • empty internal bins • Ensure normal external bins are picked up. <p>The hall will provide guidance to its staff and volunteers re cleaning and also ensure the appropriate signage, forms and guidance is in place and on website.</p>
Ensure those attending do not congregate in the foyer. If possible use fire door as a separate exit.	Provide signs to alert users to avoid congregation on entry and exit
Users may need to make special provision for disabled users. This must be considered in the risk assessment.	Discuss and support any need to make special provision for disabled users.
Finish the event on time and take down equipment etc quickly before the agreed finish time. Ensure all attendees, leave the event in an orderly and quiet manner especially at night.	Provide guidance on take town and exit.
<i>Currently as of August 2021, All users asked to wear masks entering or leaving or moving around - e.g. to go to toilets</i>	<i>Hall to display further posters and guidance about wearing masks and not congregating in the hall.</i>



2 Risk Assessment and User Proposal Form

Any potential Hirer should carry out a risk assessment for their event. The following is provided to help. the risk assessment should be shared with all those in a position of responsibility at the event. **It is the hirer's responsibility to ensure the hall is set up safely for their event and that e.g. weather conditions remain appropriate for it to continue. Special considerations should be given to risk at children's events or those where alcohol is being consumed.**

Name of Hirer			
Contact Details			
Date, Time, Duration			
Time of Open/Close			
Name of responsible person at event	<i>i.e. Who can be contacted at the event or elsewhere in the event of an emergency?</i>		
Contact Details			
Purpose of Hire			
Description of activities. Details required.			
Indication of why this is approved under current guidelines?	<i>If there are e.g. covid-19 restrictions on what basis is this allowed.</i>		
No. of attendees and how this will be controlled?	<i>Advice should be obtained on this.</i>		
How will contact details of attendees be recorded	<i>If necessary under government guidance this should be in addition to the hall visitor's book.</i>		
What equipment will be used by attendees (hall or own)?	<i>Hall tables and chairs must only be used by agreement. Do not assume equipment has been cleaned.</i>		
What cleaning regime will be carried out by user?	<i>E.g. Tables must be disinfected before and after if used.</i>		
Key Risks <i>(e.g. increased chance of covid infection, adverse impact of bad weather, risk of children leaving by themselves)</i>	What or Why? <i>(e.g. more people turn up - distancing not possible)</i>	Action to Reduce Risk <i>(e.g. door closed after 10 people admitted)</i>	Remaining Risk Score <i>(e.g. low as only 10 people)</i>
1			
2			
3			
4			



3 Checklist for Setting Up

It is the hirer's responsibility to ensure the hall is set up safely for their event.

The following checklist is provided as an example for users to complete.

<p>Safety</p> <p>Is access to the Hall safe? Are internal and external exits clear? Are both front double doors unlocked? Are internal wooden doors held open? Are fire exits clear (inside and out)? Has appropriate supervision been set up including access control Read guidance on website and in the hall Check hand santising station is available Ensure people do not congregate on entry to the hall.</p>	
<p>Cleaning</p> <p>Record any issues wrt cleanliness. Check the toilets. Record any damage you discover. Clean and disinfect areas to be used. Clean and disinfect equipment to be used.</p>	
<p>Food Hygiene</p> <p>No food to be prepared. Only pre-prepared food to be provided. Clean all cutlery dishes etc before use.</p>	
<p>Electrical</p> <p>Ask before using any hall equipment. Do not use equipment you are not trained to use. Read instructions on electrical safety. Take care when using extension leads. Follow the instructions for heating by pressing the +1hr button so that the red light is on (repeat if necessary). Switch on Main lights in the hall and the dayroom.</p>	
<p>Any Other Comments</p> <p>Are additional conditions being adhered to for any sporting or exercise based activities - e.g. doors open for ventilation?</p> <p>Are those attending the event behaving in line with the risk assessment and hall guidelines, e.g. wearing masks when moving around?</p> <p>Are numbers of attendees in line with the risk assesment?</p>	

Hirers, users or attendees will not use equipment unless agreed beforehand with the committee.

In the event of an emergency or of any inappropriate use of the hall, you can contact the trustees:

Neil Dumbleton 07880 235351
 Mike Johnstone 01875 320238
 Brian Christie 01875 320078



4 Check List for Leaving the Hall after an Event

The following checklist should if necessary be returned to the Hall committee after the event together with any incident reports.

	Comments
Safety Have incidents or accidents/damage been reported? Has use of first aid items been reported? Have incidents been cleaned up? Have any shortages in cleaning materials been reported?	
Cleaning Cleaned up spills and brush floors Wiped and disinfected surfaces used Checked toilets (e.g. for paper/rubbish not in bins) Taken own rubbish away (excluding that at sanitising stations) Recorded damage caused during the event Clean and disinfect tables. Returned any chairs and tables as agreed with committee.	
Food Hygiene Removed all food from the fridge and kitchen Nothing left on the hobs or in the cooker Cleaned all cutlery or implements used Cleaned fridge if used. Cleaned and disinfected kitchen surfaces.	
Electrical Reported any damage to electrical equipment. Ensured the heating remains switched to auto but that the heating is not on by toggling the +1hr button so the red light is off. Switch off Main lights in the hall and the dayroom.	
Any other Comments Please raise accident or incident reports if necessary.	

Accident and Incident/Damages for can be obtained from the website. Please return any completed forms to the trustees:

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 Mike Johnstone 01875 320238
 Brian Christie 01875 320078

