



## **COVID-19 POLICY**

### **Introduction**

Cove Burgh Hall (“CBH”) is a charitable company that owns and runs the Cove Burgh Hall (“Hall”) for the beneficial use of the local community. The health, safety and welfare of all those present in the Hall are paramount at all times, especially during the COVID-19 pandemic. This policy applies, in addition to the existing Health and Safety policy, to minimise the risk of introducing the coronavirus into the Hall.

### **Procedures**

#### **1. Duty of Care:**

- All hirers or users of the Hall must observe Government guidelines in so far as they affect activities in the Hall.
- Specifically, implementation of COVID-19 safe practices is the responsibility of the Hirer/Event Organiser.
- All hirers are required to complete a Risk Assessment (using the attached template as a guide) before first use of the Hall following the easing of lockdown. Completed forms should be emailed to Alison Morrison ([alison@hamlethill.co.uk](mailto:alison@hamlethill.co.uk)).
- In the event that a person is tested positive for the virus after attending an event at the Hall, it is important that all persons they have been in contact with can be traced; and that CBH is informed to allow for deep cleaning of the Hall. For this reason, at each and every use of the hall, it is the Hirer’s responsibility to; observe the current requirements of the Government (see [www.gov.scot](http://www.gov.scot)); record the names and contact details of all attendees; and maintain that data for the required period.
- Social distancing must be observed at all times.

#### **2. Hall Cleaning:**

- CBH will maintain a programme of cleaning all parts of the Hall at a frequency that minimises the risk of the virus existing on commonly used surfaces such as door handles, light switches and the common entrance area.
- CBH will provide hand sanitation facilities at the Hall entrance and in both main and small halls.
- The Hirer will be required to sanitise, using the sprays and paper towels provided, all furniture and equipment used during the let

#### **3. Equipment Storage:**

- All equipment stored in the Hall must be properly sanitised after use

#### **4. Kitchen:**

- Kitchen crockery and utensils are available. However, it is the responsibility of the Hirer to ensure all used equipment is thoroughly cleaned, and that all dish towels used are removed.

#### 15. **Availability**

This policy, and contact details of CBH representatives can be viewed in the CBH Library and [www.coveburghhall.uk](http://www.coveburghhall.uk)

#### 16. **Monitoring and Review**

The Board shall review this policy annually (or at other times as required) and amend as necessary.

<b>Policy</b>	Covid-19
<b>Signed by Chair on behalf of Board</b>	<i>A.J.Morrison</i>
<b>Approved by Board</b>	September 3, 2020
<b>Reviewed</b>	October 7, 2021, October 2022
<b>Associated Policies</b>	Conditions of Let, Fire Safety, Data Protection, Health and Safety

Cove Burgh Hall, Shore Road, Cove, G84 0LY

[www.coveburghhall.org.uk](http://www.coveburghhall.org.uk)

Company Limited by Guarantee registered in Scotland: SC217153. Charity registered in Scotland: SC031296

COVE BURGH HALL

COVID-19 RISK ASSESSMENT

GROUP NAME:

PERSON RESPONSIBLE:  
Email:

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus		<p>Comply with CBH Policy and Government guidelines including completing a Risk Assessment.</p> <p><b>Hygiene</b> Stringent hand washing and use of hand sanitisers.</p> <p><b>Cleaning</b> At end of session Hirer/Event organiser to sanitise all Hall furniture and equipment used.</p> <p><b>Kitchen</b> Crockery, utensils and dishclothes cleaned hygienically after use.</p> <p><b>Social Distancing</b> Comply with Government guidelines.</p> <p><b>Contact Tracing</b> Elect responsible person within group to maintain log for contact Tracing. Inform CBH if member of user group is diagnosed with COVID-19.</p>				

Please return completed form to: Alison Morrison (alison@hamlethill.co.uk)