



# The Institute, Kelvedon

Charity Number 272790

78 High Street  
Kelvedon,  
Essex  
CO5 9AA

[www.kelvedoninstitute.co.uk](http://www.kelvedoninstitute.co.uk)

## Main Hall and Small Hall Statement of Risk and Avoidance Measures.

|                               |   |
|-------------------------------|---|
| <b>RISK:</b>                  | Spread of Covid-19 Coronavirus  |
| <b>Potentially at Risk:</b>   | Cleaners and any other Contractors<br>Members of Management Committee (Trustees)<br>Hirers and their students/clients   |
| <b>CONTROLS:</b>              | All above to acquaint themselves with Government guidance and take responsibility for installing and/or following steps outlined.<br>Trustees - to regularly review posters - to be kept up to date.<br>To ensure that cleaning materials etc are in adequate supply.<br>Hirers - responsible for ensuring they and clients/students follow best practice as per Government advice.<br>Hirers to notify their Insurers when use restarts. |
| <b>SPECIFIC MEASURES:</b>     |   |
| <b>Access:</b>                | Electronic keypads/door handles. Hirers to sanitise prior to use - WIPE keypads - no Sprays.<br>(Note - main hall entrance is frequently used as a bus shelter so may present additional risk of contamination)<br>Hirers to arrange any outside waiting at safe distance.<br>Entrance doors to be left open.<br>Register with name & contact details - to be completed at every class/meeting to assist with Track and Trace.            |
| <b>Hand hygiene on entry:</b> | All main entry points have been fitted with gel dispensers to be used by ALL on arrival.  |
| <b>Hygiene prior to exit:</b> | All handles, door/window catches etc used to be wiped.  |
| <b>Toilets:</b>               | Wipe before and after use.<br>Follow advice on numbers and distancing.  |
| <b>Hand washing:</b>          | All toilet washbasins are supplied with anti-bacterial handwash and paper towels.<br>Towels to be disposed of after use in bins provided.<br>Note - electric hand-dryers have been disconnected.  |
| <b>Social Distancing:</b>     | Hirers are responsible for ensuring compliance with Government Guidelines (1 metre at time of writing)<br>Government advice - no more than 30 persons at a meeting/class.<br>Institute - for advice on numbers see Hall website.<br>Note - Side/rear stage curtains have been removed thus creating additional useable space subject to one-way system.   |
| <b>Chairs:</b>                | All Institute chairs are upholstered in spongeable material and have been sanitised. A minimum number is available for use<br>WHEN ESSENTIAL - wipe after use, dispose of wipes to bins.  |



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- Tables:** Essential use only, clean after use as chairs.
- Crockery/cutlery** Hirers to bring own when needed - to be taken home.
- Kitchen/Coffee Point:** NOT AVAILABLE FOR USE.
- Additional Equipment:** It is the responsibility of hirers to ensure the safety of any equipment brought into the premises. No equipment is to be left on the premises. Any found will be quarantined and destroyed if not reclaimed after one week.
- Committee Meetings:** Zoom or similar should be used wherever possible. Hire for Committee meetings may be possible subject to all safety measures.

**Notification Covid-19 symptoms/ infection - to be reported to Hall Management with Contact details as per Class/Meeting Register.**