



www.cherhillvillagehall.org

info@cherhillvillagehall.org

Notes for Hirers to comply with Covid-19 Secure Guidelines – V5 – 2nd April September 2021

- It is a general condition of hire that hirers undertake their own risk assessments which must include compliance with Covid-19 Secure Guidelines. A sample risk assessment is available. Please share your risk assessment with a Village Hall Trustee prior to first use.
- It may be necessary to close the hall at short notice either to comply with new government guidelines or in the event of a person known or thought to have symptoms of the virus having been in the hall.
- Hirers must tell their users that they must not attend if they, or anyone in their household, have had symptoms of the virus in the last 10 days, and that if they develop symptoms within 10 days of visiting the hall they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
- Hirers must limit the number of users in the hall to ensure compliance with the social distancing rules in place at the time. Users may attend as individuals or in groups of up to 6 or two households. Individuals or groups must remain 2m apart (or 1 metre for short periods or with risk mitigation where 2 metres is not viable). Multiple groups may attend as long as they are socially distanced. Individuals or groups must not mingle or socialise with each other. The entrance lobby is a potential pinch point so please consider asking users to enter via the main doors and exit via the fire escape at the end of the hall. If people bring coats they should not leave them in the entrance lobby if they are to leave via the fire exit. Also ask people not to linger in the entrance hall but move quickly to their seat or mat position.
- It is mandatory for hirers to maintain records of who attends their hire sessions. Hirers must register for and use the Government Track and Trace QR code system. Users with the NHS Covid-19 app on their phones should use this to record their attendance by scanning the hirer's QR code. Hirers must keep a record of anyone who has not registered using the app. Written records must include the date and place that the activity or event took place in and must be kept for three weeks.
- Encourage users to bring their own drinks and refreshments.
- Keep the hall well ventilated whilst in use. Remember to close windows and doors after use.

- It is mandatory to wear face masks in community centres. Some activities are exempt such as exercise and whilst eating and drinking but even then masks must be worn whilst entering and leaving the hall. There are also exemptions for people with certain medical conditions and children under 11. Hirer's risk assessments should include whether to request that users use facemasks taking into account the latest regulations.
- Encourage frequent hand washing. Do not use the electric hand driers. Paper towels are provided. Hand sanitiser is also provided at the entrance. Remind users of the "Catch It, Bin It, Kill It" process. Encourage users to bring their own hand sanitiser. Encourage users not to touch any surfaces unnecessarily.
- As access to, and use of, the hall is on a trust basis with hirers, it is not practical to carry out a deep clean of the hall and all surfaces and equipment prior to each hire. The policy of cleaning the hall once or twice per week will be maintained but it will be the responsibility of hirers to clean all surfaces and equipment that they expect to use prior to each hire session. For example if the Kitchen will not be used there is no need to clean it but hirers must tell users not go in the Kitchen. The same applies to the small meeting room, stage area, etc. Hirers may choose how many toilets to clean and have in use. Frequently used surfaces, particularly in the kitchen should be cleaned multiple times during use. Cleaning products will be provided but hirers should provide and dispose of their own PPE.
- At the end of the hire please ensure that the bins are emptied especially used paper hand towels which should be disposed of in sealed waste bags.
- If anyone becomes unwell with Covid like symptoms take them to the small meeting room until transport home or to hospital arrives. Use the PPE provided and offer the individual washing and sanitising products. The individual should leave via the fire exit. Wipe down all points of contact, place all PPE and hand towels in waste bag (leave in small meeting room) and thoroughly wash your hands. The hire session should end, other users be asked to leave advising them to wash their clothes, get tested and follow government guidance. Inform a member of the trustee group who will arrange for the hall to be closed for 72 hours and then deep cleaned.

There are now penalties for both users and hirers who do not comply with the rules on face coverings or social distancing rules.