

West Wickham Village Hall Management Committee

Additional Requirements for Managing Covid-19 Risks

In order for Trustees to prepare for any proposed opening of the Village Hall and meet the Government Guidelines, the following additional Terms are attached to the Hire Agreement and the Standard Terms and Conditions of Hire dated September 2020.

The Village Hall will be managed as a Covid-19 Secure facility

To achieve this objective the hall needs to:

- Follow Government guidelines on controlling the virus
- Control the number of users of the hall
- Maintain Social Distancing
- Ensure that Risk Assessments are carried out
- Establish a level of cleaning to reduce the risk of infection

The following mitigation measures will be put in place to ensure the safe running of the hall for both the Trustees and the users of the hall.

The Management of the hall will provide:

1. Weekly thorough cleaning of the hall
2. Handwashing facilities
3. Hand sanitising dispensers and liquid
4. Provide a room for isolation of people showing Covid-19 symptoms
5. Cleaning equipment
6. Monitoring of cleaning activities
7. Signage for control of personnel movements.
8. Maintain a list of hirers of the hall for Track and Trace requirements.

Hirers will be required to:

1. Carry out a Risk Assessment of their activities to meet Government and Association Guidelines
2. Base any Risk Assessment on applicable social distancing rules
3. Submit the Risk Assessments to the Village Hall Management Committee
4. Ensure that users are free of Covid-19 symptoms and have not tested positive or recently travelled abroad
5. Carry out cleaning of the hall before starting their activities
6. Carry out cleaning of the hall after completing their activities
7. Maintain a register of attendance and contact details of their members for Trace and Track or use the Track and Trace App, the QR code is displayed at the entrance to the hall
8. Advise their members of the requirements for using the hall and observing Covid-19 safeguards.
9. Limit the number of users to 25

To comply with Government advice, the Village Hall Trustees wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities. A risk assessment will be available but may be subject to change at any time in line with Government and Village Hall Guidelines.

The Village Hall uses personal data for the purposes of managing hall bookings, finances, events, and publicity.

Please tick box to indicate that you agree to us holding your data for booking purposes

Please acknowledge your acceptance of these additional terms.

Name of Group

Name of person completing form:

Address:

Postcode:

Email:

Home Tel:

Mobile Tel:

Signed: _____

Date: _____