

## WEST WICKHAM VILLAGE HALL

### Procedure for Hirers using the hall following the introduction of Covid-19 guidelines

You will be provided with the documentation which we have produced to meet the latest Government Guidelines. This procedure is to provide a timeline for putting the requirements into practice in a chronological order.

#### **1 Hiring the Hall**

You will be asked to complete the new Hire Agreement which will provide us with your details and requirements for equipment you will want to use.

It will also ask you for the time you need the hall to include a period for cleaning before use and a period for cleaning after use.

The revised Terms and Conditions and a list of additional requirements on how we will manage the Covid-19 risks is also provided. This also lists the actions expected of the Hirers.

A copy of our Risk Assessment will be provided so you can see why certain safeguards have been put in place.

During the present pandemic the availability of the hall for your use may be restricted as we are keeping an eye on emerging Government guidelines.

Hirers are requested to ensure that all their users are aware that they must not enter the hall if they are suffering from any Covid-19 symptoms as posted in a notice at the hall entrance.

#### **2 Cleaning the Hall before an Event**

The hall does not employ a cleaner on a daily basis and provision is made in the Guidance to require users of the hall to ensure their own bio-security by cleaning any items they will be in contact with both before and after use. Please allow time to prepare the hall prior to your event to set up the hall and conduct any cleaning needed. Cleaning times will not be included in the hire period.

The hall will be cleaned by our contractor on Saturday morning. Users are requested to sign the diary, which is kept in the hall foyer, to record that they have carried out cleaning before and after their event.

#### **3 Entering the Hall**

When group events are being held entrance and exit will be via the main entrance. Events being held which involve people entering and leaving the hall at different times, a one-way system will be in place, with entry via the main entrance and exit via a rear emergency exit.

Social distancing at 2m will be required at all times. Marks at 2m intervals are provided at the front entrance at the car park. To avoid a long queue, it is suggested that people remain in their cars until the hall is ready and they are called forward to enter the building.

All people entering the hall are to wear face coverings. Activities within the hall may allow the use of face coverings to be impractical. User groups should have a procedure to manage any such derogations.

A portable hand sanitising station is provided which can be placed outside the main door and this should be used by all people entering the hall. Users are asked to maintain the 2m separation whilst within the building. A hand sanitising station is in place inside the main hall adjacent to the rear emergency exit.

Hirers are requested to maintain good ventilation in the hall by opening doors and windows whenever possible.

#### **4 Seated Meetings**

The tables and chairs should be cleaned and placed in the format set out in the order shown in the Standard Conditions accompanying the Risk Assessment.

## **5 Control of Social Distancing for Group Activities.**

Users are required to have their own Risk Assessment completed which will determine how they will manage social distancing according to their own guidelines.

## **6 Exiting the Hall**

When the hall is being used by a group the hall can be exited via the main entrance. When the hall is being used and people enter and leave at different times a one-way system will be in place with the exit being the rear emergency door in the centre of the rear wall.

On completion of the event the hall will be exited by the main body of the users, leaving an adequate number of people to undertake post activity cleaning of any equipment used and the cleaning of all door handles and push plates and all horizontal surfaces, toilets and sinks, chairs, tables and trolleys which may have been used/touched.

All cleaning materials are to be returned to their original locations and the hall closed and left secure according to the end of session checklist.

## **7 Actions in the event of someone developing Covid-19 symptoms**

The Hirer is required to keep a record of the contact details of all the attendees of each event for Track and Trace purposes. A QR Code poster is sited at the entrance to the hall and users may elect to use this instead of advising their contact details to the hirer.

The **Disabled Toilet** is designated as a segregation area for any user suspected of having Covid-19 symptoms when using the hall.

For Preschool, the Bar is the designated segregation area.

There is a First Aid Kit provided which can be used to address any suspected case of someone developing symptoms. This includes the necessary PPE, a no contact thermometer, hand washing facilities and waste disposal bags.

In the event of someone suspected of developing symptoms they should be removed to the Bar and then supervised by a Responsible Person who should don the available PPE i.e. mask, gloves and apron. The suspected person should be kept isolated and arrangements made for them to be returned home or to their bubble. Evacuation should be via the nearest external door.

The other Responsible Person in the group should arrange for all other attendees to vacate the building, clean all surfaces as previously stated. They should inform the Hall Booking Secretary or the Hall Chairman and also the NHS Track and Trace system of the suspected case.

Test and Trace can be contacted on 0300 0135 000 or [www.contact-tracing.phe.gov.uk](http://www.contact-tracing.phe.gov.uk)

Any paper towels, gloves and apron used for handling a suspected case of Covid-19 must be placed in double sealed bags provided with the external one labelled and left in the bar where it will be kept for 72 hours before disposal.

## **8 Cleaning Equipment**

The hall will provide ready to hand cleaning equipment and disposables which will be stored on the peninsular worktop just inside the kitchen.

These will consist of anti-bacterial spray and micro-pore cloths, anti-bacterial wipes, tissues, paper towel roll and hand sanitiser.

There will be paper towels and liquid soap available at the hand basins throughout the hall, the used towels are to be placed in the adjacent bins. All bins must be emptied at the end of each hire and placed in the black bin outside the hall.