

West Wickham Village Hall Management Committee

Additional Considerations for Managing Covid-19 Risks

While legal restrictions will no longer apply, use of the hall is subject to the current government guidelines. Hirers are asked to make informed decisions and act carefully and proportionally to manage risk to themselves and others.

The following additional Terms are attached to the Hire Agreement and the Standard Terms and Conditions of Hire (Version 8 dated 16-9-2021).

The Village Hall will need to continue to manage risks posed by Covid-19.

To achieve this objective, users of the hall are recommended to:

- Provide adequate ventilation of the hall during the hire
- Assess the risks associated with the event to be held
- 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. Cleaning equipment
5. Monitoring of cleaning activities

Hirers should consider:

1. Carrying out a Risk Assessment if their activities are to meet any Club or Association Guidelines
2. If the wearing of face coverings are necessary for the people using the hall, their use is not mandatory
3. Using the Track and Trace QR code. This is sited at the entrance
4. Advise their members especially those with visual impairment of the requirements for using the hall and observing any Covid-19 safeguards they consider necessary.

Hirers are requested to carry out cleaning of the hall (by spraying/wiping down surfaces likely to be touched and any equipment to be used with the anti-bacterial cleaner provided) before starting and importantly, after completing their activity.

Hirers are requested to record that all cleaning is noted in the hall diary which is kept in the foyer.

The Village Hall Trustees wish to ensure that all users can be assured of a safe and clean environment.

A guidance note on assessing risks is available on the Village website at www.westwickham.org to assist users in identifying possible risks which may need addressing.

Any assessment of risk does not need submitting to the Hall Management Committee.