

GENERAL RULES FOR ALL THOSE WHO HIRE HALL

Maximum capacity of main hall is 30; maximum capacity of side room is 8 and maximum capacity of kitchen is 4.

The hall committee, to follow Government advice, wish to ensure all hall users can be assured of a safe and sanitised environment for their activities, a risk assessment has been carried out, copy on noticeboard in main hall. However this may be subject to change at any time in line with future Government guidelines.

The Hall will be cleaned thoroughly once a week by the hall cleaner, including floors. The hiring group will be responsible for cleaning surfaces used, at the start, regularly throughout and at the end of the hire.

No access allowed other than at the specific times of hire.

No one who is ill, or has been in contact with anyone with Covid 19, in the last 7 days, or is self-isolating should enter the hall.

Leaders should ensure that if their groups contain those over the age of 70 or who are in clinical vulnerable groups, then they are able to maintain the 2m social distancing throughout their use of the premises, including when using the toilets.

Leader to enter and exit hall via the kitchen door; **everyone else** to enter and exit via main doors or side room exit door. Maintain social distancing whilst queuing to enter and upon exiting hall; Double doors from hall to toilets should be left open to reduce use of handles etc.

Maintain 2m (3 steps) social distancing whenever possible

Clean hands with sanitiser upon entry to hall and again on exit.

Clean hands often with soap and water for minimum 20 seconds or with sanitiser.

Use sanitiser before entering toilets; wash hands before exiting toilets. Only 2 people in ladies and 2 in gents at any time.

Catch coughs and sneezes with tissues and dispose in the bins provided in each room.

Wearing of face masks in the hall is compulsory, unless a person has a medical exemption and/or it is impractical to wear a mask due to the strenuous nature of the exercise being undertaken, or when eating food or drinking. If masks are not worn, ensure that a minimum social distance of 2m is maintained at all times.

Anyone using the kitchen for food or drink preparation must wear a mask and must use disposable gloves. Use different kitchen staff to handle clean and dirty cutlery and crockery and ensure everything used is cleaned in hot soapy water, dried and put away. Users are encouraged to bring their own food and drink instead of using the kitchen.

When feeding the electric meters, please wear disposable gloves and/or carefully wipe down with disinfectant wipes afterwards.

On completion of a session leader **must** wipe down door handles, sinks, toilet area including WC flush handles, kitchen surfaces, table tops, chairs and any other surfaces touched during the session with the disinfectant wipes, disposable cloths, disinfectant spray provided. If floor surface touched wipe down with damp disinfected mop. Leader must sign the record sheet, next to the kitchen exit door, to confirm this has been done

Leader to keep voluntary record of names and contact details of all participants for 21 days and hand to NHS track and trace if anyone attending event catches Covid 19 within that time period. Destroy records after 21 days.

Leader is responsible for cleaning their own equipment before and after use and where possible to bring and take away each session.

If someone becomes ill with Covid 19 symptoms they must immediately be isolated, in the side room, and the provided PPE worn by anyone caring for them. The person who becomes ill should be collected as soon as possible and/or medical advice sought

All PPE worn should be double bagged and left in the room for collection and disposal by the hall committee.

Immediately inform Brian Medhurst 01822 853337 medhurstbrian@gmail.com of the incident so subsequent users can be stopped from using facilities until a deep clean has been carried out.

Each hall user group is encouraged to carry out their own Covid 19 risk assessment and to share that with the hall committee.

Encourage persons waiting to pick up hall users to adhere to social distancing or to remain in their cars.

'Leader' above refers to the person who is responsible for the hire of the hall.

Revision 1 September 2020 – wearing of face masks compulsory added