

# Countess Wear Village Hall

## COVID-19 Safe/Secure Operating Procedures

It is a requirement for all hall users to adhere to the following instructions in this document. This is to ensure that we are compliant in following all official guidance about keeping the Village Hall COVID-19 secure. The following procedures have been developed from the completion of and conclusions drawn from the COVID-19 Risk Assessment undertaken by the Village Hall Management Committee.

Whilst every effort has been made to ensure that these procedures are wide ranging and thorough, no guarantee can be made that every risk has been removed. Hirers should therefore understand that a degree of discretion will need to be exercised by them.

### **Prior to entry for intended hire use:**

#### **Daily Cleaning**

Prior to the Hall being available, we will ensure that the areas to be used within the Village Hall are cleaned each morning or evening through:

1. Wiping down all frequently used surfaces with antibacterial spray and or bleach on:
  - Key safe
  - Door handles on the ground floor, both inside and out
  - Toilets
  - Floors
  - Window sills and openers
  - All touch points including switches, bins, sanitising stations etc
  - Plastic chairs located behind screen (when necessary)
  - Hard topped tables located behind the screen (when necessary)
  
2. We will ensure that there are sufficient cleaning materials available within the Village Hall for the hirers to undertake the required cleaning as set out later in this document. This will include:
  - Hand sanitisers by the entrance and exit doors
  - Antibacterial spray and paper towels
  - Antibacterial wipes
  - Mop and disposable wipes
  - Waste bins with foot operating pedals
  - Plastic sacks to use with the bins
  
3. After cleaning each morning/evening, confirmation of the work will be demonstrated by a signed form being displayed in the entrance area which hirers must also sign when they have cleaned.

## **Prior to use and post use cleaning**

Immediately prior to the Village Hall being used, the hirer will clean the areas and equipment intended for use in their session. The methodology set out above for the daily cleaning is sufficient. Immediately after their session, the same cleaning of all potential touch points needs to be carried out.

The hirer should record that cleaning has been undertaken before and after use by signing the record sheet in the entrance foyer. If the hirer notices any instances where this hasn't been signed, please email the Village Hall on [countesswearvillagehall@gmail.com](mailto:countesswearvillagehall@gmail.com), so it can be followed up.

## **Track & Tracing Requirements**

To comply with the NHS Track & Trace requirements, hirers will need to pass over the name and phone numbers of all those attending the session.

This can be done via email to the Administrator (Jess) or can be done using the books provided by us on the table in the main hall's entrance. If using the duplicate books, the top copy from the book should be "posted" into the locked box also located on the table and the duplicate must be retained by the hirer.

All Track & Trace information provided will be securely destroyed 21 days after its received.

We also have the NHS QR code displayed in the entrance foyer and in the main hall, visitors are encouraged to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus.

## **Risk Assessments**

The Management Committee for the Village Hall has undertaken and completed a thorough Risk Assessment. The Hall is therefore considered "COVID Secure" as described by the ACRE guidelines. A copy will be kept in the entrance lobby for reference and users of the hall should read and understand its requirements, especially in the event of an infection being suspected. If hiring for any professional use, potential hirers will also need to complete and supply their own Risk assessment form to the Village Hall.

### **General Expectations of Operation**

The risk assessment assumes several aspects of use and therefore expects that hirers will adopt these during their use of the hall. They are:

- Adherence to the 2m social distancing rules whilst approaching the entrance and whilst in the hall.

- Face coverings will be used within the boundaries of the Village hall apart from instances where Government Guidance allows them not to be, eg during an exercise class.
- All users will use the sanitisers immediately on entry and exit.
- The one way system of entering via the entrance door and exiting only via the fire door in the main hall must be adhered to.
- No one exhibiting symptoms or who feels ill should visit the Village Hall. Anyone exhibiting symptoms must be sent home immediately.
- Windows and doors will be opened for ventilation during the hirers session.
- The toilets must be used on a “single use” basis, with only one person entering them at a time.
- The Kitchen is out of bounds with the exceptions of accessing cleaning materials, disposing waste in bins or when water is required.
- Hirers will undertake cleaning both before and immediately after use of the Hall.
- Hirers will not hinder access or exit by arriving too early and must arrange for the people attending their session to arrive and leave within 10 minutes of the start and finish of sessions.

It is recognised that the potential uses of the Hall are varied and therefore the expectations set out above may not, at first sight, be practical. In which case potential hirers are encouraged to discuss their queries with the Village Hall’s Administrator, Jess, either via email at [countesswearvillagehall@gmail.com](mailto:countesswearvillagehall@gmail.com) or by phone on 07709687415.