

- Grayshott Village Hall -
Additional Guidance & Requirements for Users during COVID-19 Pandemic

To enable the Village Hall to re-open the way in which we operate will have to change. The co-operation and understanding of our users will be essential in helping to ensure the safety of everyone.

It is unlikely that 'business as usual' will be resumed for some considerable time and, as with other public spaces, the Village Hall will be subject to social distancing and additional hygiene measures for the foreseeable future. It may be necessary for some bookings to be relocated to other rooms within the Village Hall and/or for timings to be changed – this will be discussed with hirers.

This document:

- Explains the measures being taken by the Village Hall.
- Explains the responsibilities and actions required of users.
- Will be subject to review as and when statutory guidance changes.
- Is supplementary to and forms part of the Village Hall's Standard Conditions of Hire (which are available on our website www.grayshottvillagehall.co.uk).

Compliance:

- THE HIRER will be required to ensure that their user group complies with the guidance given in this document and the HALL'S risk assessment.
- By making a booking THE HIRER will be deemed to have accepted these conditions and guidance.
- THE COMMITTEE retains the right to refuse bookings if this guidance is not complied with.

Closure:

- THE COMMITTEE retains the right to close all or part of the Village Hall if:
 - There are safety concerns relating to COVID-19.
 - Public buildings are required to close.

Test and Trace:

- User groups should assist the NHS Test & Trace service by keeping a record (name and telephone number) of everyone attending an activity for 21 days. *nb people are not obliged to provide contact details and data obtained should be kept in compliance with the General Data Protection Regulation.*

Social Distancing:

- User groups are responsible for ensuring that social distancing is maintained for all types of activity and that the maximum numbers as identified in Annexe 1 are not.
- Social distancing guidelines require at least 2 metres to be maintained between individuals (or where household groups are attending an event 2m between groups of up-to 2 households)
- Where relevant, user groups should encourage those attending their event/activity to remain in their household groups.
- The Village Hall has carried out an assessment of the maximum number of persons that can occupy each of the areas within the Village Hall while observing the 2m social distancing rule. This assessment assumes that each area is devoid of furniture and other equipment (see Annexe 1 at the end of this document). The 'in use' capacity of each room is likely to be much lower and each user group must carry out its own

assessment to ensure that 2m social distancing can be maintained taking into account the nature of their activity and any furniture/equipment to be used.

- Where 2m social distancing is not viable '1m with risk mitigation' is acceptable, however user groups will need to:
 - Identify appropriate mitigation(s) depending on the activity taking place (e.g. sitting side-by-side rather than face-to-face, regular hand washing).
 - Provide any additional equipment/PPE required.

Face Coverings:

- Subject to the exemptions detailed in government guidance from 8th August 2020 it is compulsory for anyone over the age of eleven to wear a face covering when visiting a Community Centre (Village Hall).

Types of Event:

- Some activities will not be possible until statutory restrictions change. These include:
 - Live Performances: including drama, comedy, music & choirs. Guidance relating to these activities is expected to be available in the near future.
- The risks associated with activities that are permitted will vary and must be considered by each user group.
- Specific advice for sport, exercise or dance type activities/events is given below.
- Examples of the categorisation of various types of activity are given in the ACRE Information Sheet 'Re-opening Village Halls post COVID-19 closure' which is available on the ACRE website www.acre.org.uk.

Users who are unsure whether their proposed activity is permissible should discuss with the Bookings Secretary.

Exercise, Sport and Dance Activities/Events:

- These events/activities must be carried-out in accordance with government guidance for 'Providers of grassroots sport and gym/leisure facilities' (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>). Key points include:
 - Participants should change at home before/after the activity. The toilets or other spaces within the Village Hall should not be used as changing rooms.
 - Online payments/bookings should be used wherever possible to avoid the need to handle cash.
 - Extra care should be taken to ensure that good ventilation is maintained – doors & windows should be opened where possible.
 - Capacity may need to be reduced below that required for basic social distancing (see section 5 of the government guidance which requires 100 sq. ft., 9.3 sq. m, space per person) for example where:
 - High intensity activity takes place (e.g. Zumba).
 - Activity is not static.
 - Equipment is involved.
 - The instructor needs to move between groups of socially distanced people.
 - Temporary floor markings are encouraged to define spacing (n.b. chalk or dry-wipe pens should be used, not tape).
 - Participants should bring their own equipment such as mats and water bottles.
 - Any shared objects must be cleaned between users.
 - 'Usual' social distancing requirements must be observed and where appropriate the number of people each person has contact with should be reduced by using 'fixed teams/partnering' or by creating groups that always work together.
 - Social distancing amongst spectators or those waiting to collect participants (e.g. children attending a dancing class) must be maintained and may necessitate waiting in the car-park.
 - Instructors operating classes/clubs in several venues must take particular care to avoid the risk of transmission from one class/venue to another and advise the Village Hall of the precautions taken.

Assessing Risk:

- The Village Hall's COVID-19 risk assessment is available on our website (www.grayshottvillagehall.co.uk) or will be emailed on request.
- Each user group is responsible for ensuring that its activities can be carried out safely and in accordance with Village Hall and statutory requirements (including ensuring social distancing is maintained) and should ensure that the following are observed:
 - The premises should be kept well ventilated by opening windows and doors where practical.
 - Activities that will require people to unduly raise their voices (e.g. the playing of loud music) should be avoided to reduce the risk of spread of the virus from aerosol and droplet transmission.
 - Special consideration should be given where:
 - users are from vulnerable groups or are more than 70 years old (guidance remains these groups should stay at home as much as possible). e.g. it may be necessary to supervise 'pinch-points' (e.g. toilet lobby) to ensure social distancing is maintained.
 - young children may attend as they find social distancing difficult.
 - Chairs should be arranged so that 2m social distancing (or 1m with risk mitigation) can be maintained and that wherever possible people sit side-to-side (rather than face-to-face).
 - Tables should be positioned to ensure that 2m social distancing (or 1m with risk mitigation) can be maintained between people from different household groups, e.g. by arranging in a wide 'U' shape rather than seating people at either side of the table.

Accessing the Building

You must advise the members of your group to observe the signage throughout the building and ensure that they are aware of the following:

- Users who are unwell and/or exhibiting symptoms of COVID-19 (or if anyone in their household has had COVID-19 symptoms within the last 7 days) **must not** enter the premises.
- Anyone developing symptoms within 7 days of visiting the premises must apply for an NHS test to initiate the Test and Trace process.
- Back-to-back bookings will no longer be possible.
 - A gap between bookings will be implemented to avoid contact between those arriving and leaving and to facilitate cleaning.
- Early arrival / late vacation will not be permitted
 - Sufficient time must be booked to permit setting up and clearing away.
- Access will not be permitted if the caretaker is cleaning.
- The external approaches have been marked with 2m distance markers.
 - Users should queue accordingly if they are not able to enter the building on arrival.
- Studio
 - Users should enter through the doors at the front of the building and exit through the fire door at the rear of the building.
 - When using the WC users should wait in the main area and not in the WC lobby to ensure social distancing when entering/leaving the WC.
- Main Hall
 - Users should enter through the right-hand set of doors (when looking from the outside) and exit through the left-hand set of doors.
 - Toilets:
 - Maximum of 2 persons in the Ladies and 2 persons in the Gents
 - Users should be encouraged to 'call out' to warn others of their presence when passing through the WC lobby

- Where necessary users should wait in the main foyer and not in the WC lobby to ensure social distancing when entering/leaving the toilets.
- Small Hall
 - Users should NOT use the kitchen to access the Small Hall unless they are unable to negotiate the steps at the Small Hall entrance.
 - The inner door to the Small Hall entrance will be kept open to improve visibility – please do not close.
 - Users wishing to exit the building should be afforded priority and those wishing to enter should wait outside of the cross-hatched area until it is possible to maintain social distancing when entering.
- Common Room
 - The configuration of the entrance staircase affords poor visibility.
 - Users wishing to exit the building should be afforded priority and those wishing to enter should wait where indicated until it is possible to maintain social distancing when entering.
 - When entering the stairwell (either to ascend or descend) users should be encouraged to ‘call out’ to warn others of their presence.

Hygiene

- Alcohol based hand sanitisers are provided throughout the building
 - Users should be encouraged to sanitise their hands on entering the building and at regular intervals.
- Soap, hot water and paper towels are provided in all of the toilets.
- Rubbish should be placed in the bins provided.
- Users should be encouraged to wash clothes after visiting the Village Hall to reduce the risk of transmission.
- The instructions attached to the Village Hall’s PA system must be followed to reduce the risk of transmission of COVID-19.

Cleaning

- The caretaker/cleaner will clean the building regularly throughout the day however it may not be possible to clean between every booking.
- Paper towel roll and cleaning products are provided in each room, you should:
 - Clean any surfaces/equipment that your users are likely touch as part of your activity before your booking commences.
 - Avoid using spray cleaners on electrical equipment.
 - Dispose of the used paper towel in the waste bin provided.
- As it is not practical to clean the fabric chairs hand sanitiser should be used before and after touching chairs (e.g. when setting-out or putting away).
- It is the responsibility of the user to ensure any equipment brought onto the premises is cleaned.

A sheet showing when the caretaker last cleaned will be displayed in each area.

Refreshments

- You should encourage users to bring their own refreshments (thermos flasks etc.) if possible.
- **Main Kitchen:**
 - Maximum of 2 people permitted.
 - Tea and Coffee making only.
 - Most cupboards will be sealed to prevent access.
 - The dishwasher should be used as tea-towels will not be provided.

- **Studio and Common Room Refreshment areas:**

- Tea and Coffee making only.
- Most cupboards will be sealed to prevent access.
- In the Studio the dishwasher should be used in the Common Room mugs, cutlery etc. should be washed in hot soapy water and dried using the towel roll provided.

User Becomes Unwell with suspected COVID-19 while on Premises

- The user should be sent home (and told to apply for a test) or to hospital immediately.
- If the user cannot leave the premises immediately they should be taken to the isolation room situated off the Small Hall foyer.
- The group leader should inform:
 - The Caretaker who resides on site (driveway to right-hand side of Village Hall).
 - The Village Hall Booking Secretary
 - 01428 788035
 - bookings@grayshottvillagehall.co.uk
- Other members of the group should be advised to:
 - Sanitise their hands
 - Leave the building ensuring they have given contact details
 - Launder their clothing when they arrive at home.

Annexe 1 – Room Capacity & Dimensions

Room	Width	Length	Maximum Capacity
Main Hall	9.4m	15m	35*
Studio	7.5m	11.5m	20
Small Hall	7m	7.8m	14
Common Room	5.3m	8.8m	14
Kitchen	N/A	N/A	2
Toilets – Ladies	N/A	N/A	2
Toilets – Gents	N/A	N/A	2

This assessment assumes that each area is devoid of furniture and other equipment.

The ‘in use’ capacity of each room is likely to be much lower, especially for Exercise, Sport and Dance Activities/Events, and each user group must carry out its own assessment to ensure that 2m social distancing (or 1m with risk mitigation) can be maintained taking into account the nature of its activity and any furniture/equipment to be used.

* some events e.g. Sit-down wedding receptions, baptismal events, funeral teas and other similar events are restricted to maximum of 30 people by law.

7th August 2020