

**Washington Village Memorial Hall Charity  
Guide To Use Of The Village Hall  
Under Covid-19 Restrictions  
Version 1.3**

**Authorised By The Trustee Board**

**19 October 2020**

**Changes & Issues**

Date	Chapter Ref	Subject
		<b>Issues</b>
19 Oct 20		The government introduced a new requirement affecting maximum occupancy of the hall which the trustees have queried. We are waiting for a response from the Department of Digital, Culture, Media and Sport
		<b>Changes</b>
19 Oct 20	4  6  Annex A	<p>update requirements to wear face masks at all times and maintain social distancing of 2 metres</p> <p>add need to maximise ventilation</p> <p>update information on the local Health Protection Team QR Code for NHS Covid-19 App. Add new requirement to display.</p> <p>Prior To First Use Of The Hall. add check that face masks are available</p> <p>Add paragraph on ventilation</p> <p>Manage Entry and Exit. delete need to secure entry and exit doors</p> <p>Manage Social Distancing. Clarify that customers must adopt social distancing of at least 2 metres and the total number of people using a room at any time will be based on social distancing of 2 metres only.</p> <p>Change the distance between notices indicating social distancing to 2 metres</p> <p>Use of Face Masks. update to make mandatory unless this affects negatively an exercise or activity</p> <p>Disposal Of Rubbish. update to 3 bins per room</p> <p>Maintain Attendance Records. add form of words to obtain acceptance of risk and permission to share personal data</p>

**Definitions**

**Customer.** The term 'Customer' used in this document refers to a regular customer who hires the village hall for a significant number of times in each year for an activity and who is recognised by the Trustees as the person responsible for the conduct of the activity.

## Table Of Contents

Introduction.....	3
Re-opening Of The Village Hall.....	3
Principles.....	3
Basic Safe Practices.....	3
Customers.....	3
Customer Bookings.....	4
Planned Bookings.....	4
Hire Charges.....	4
Extra Time For Covid-19 Related Activities.....	4
Change of Room.....	4
Acceptance Of Risk.....	4
Trustees.....	4
Risk Assessment.....	4
Increase Frequency Of Cleaning.....	4
Provide Extra Personal Hygiene Products.....	5
Display Notices.....	5
Liaison With The Public Health England Local Health Protection Team.....	5
QR Code for NHS Covid-19 App.....	5
Annex A.....	6
Managing An Activity.....	6
Prepare For The Start Of Activities.....	6
Prior To First Use Of The Hall.....	6
Ventilation.....	7
Manage Entry And Exit.....	7
Manage Social Distancing.....	7
Minimise Handling Of Surfaces.....	7
Use Of Face masks.....	7
Use Of Kitchens.....	7
Disposal Of Rubbish.....	7
Use Of Toilets.....	7
Use Of Stage.....	8
Use Of Tables And Chairs.....	8
Use Of Cleaning Equipment.....	8
Maintain Attendance Records.....	8

# **1 Introduction**

This document provides a guide for the use of the Charity's rooms and equipments on the re-opening of the village hall and its use under specific Covid-19 restrictions. The Charity's overall objectives are to:

- provide a safe environment for its customers, employees and volunteers
- allow use of the hall by Customers to the maximum extent possible within the limits imposed by the Covid-19 restrictions
- comply with the Covid-19 restrictions specified by the government

This guide shall be reviewed by the Trustee Board as required, but at least quarterly until the hall is allowed to operate without any Covid-19 restrictions.

## **2 Re-opening Of The Village Hall**

The hall opened on 4 July 20 to allow Customers to resume their activity, with the need to comply with some Covid-19 safe practices. The overall objective will be to allow the normal use of the hall by Customers to the maximum extent possible, while protecting other Customers, participants in activities, employees and volunteers from Covid-19.

## **3 Principles**

The principles on which the use of the hall will be based are:

- everyone accepting they have an obligation to keep everyone (Customers, participants in activities, employees and volunteers of the hall) safe from Covid-19 as much as practicably possible
- being risk averse, e.g. clean surfaces before use; do not assume that surfaces are clean, even if someone had the responsibility of cleaning them before you
- knowing who is attending an activity so if someone does catch Covid-19 other people can be informed
- only allowing use of facilities for which we have adequate resources to keep them clean and safe
- only allowing access to the hall to specific people, for specific activities and on specific dates/times

## **4 Basic Safe Practices**

The following safe practices will be implemented:

- keeping records of people taking part in the activity and their attendance at each use of the hall
- social distancing:
  - manage entry and exit routes to aid social distancing
  - keep at least 2 metres apart physically whenever practicable for the activity and 1 metre apart as a minimum
- wear a face mask at all times when in the hall, unless undertaking an exercise or activity and it would negatively impact your ability to perform the exercise or activity; in this case social distancing of 2 metres must be adhered to
- maximise the ventilation of a room when in use
- use of hand sanitizers and increased hand washing during each activity
- surface cleaning, particularly areas used frequently, e.g. switches, door handles, furniture etc. after each use of the hall
- safe disposal of waste
- increase frequency of cleaning of the hall and use of extra cleaning equipment disinfectant etc.

## **5 Customers**

The hall does not have the staff to manage the compliance with Covid-19 advice and legal requirements every time the hall is used. Therefore Customers using the hall will bear the main responsibility for compliance during their use of the hall and for leaving the hall in a suitable condition for the next Customer.

More details of how Customers will need to manage activities are given in Annex A.

## **6 Customer Bookings**

### ***Planned Bookings***

Customers planned bookings for the year 2020-21, excluding when the hall is closed, will remain in place. The confirmation of these bookings is underway. In the meantime the same schedule of bookings as in 2019-20 is assumed for 2020-21.

### ***Hire Charges***

Customers' hire charges for 2020-21 will remain the same as 2019-20, except when a Customer books both rooms for the same time period, when the hire charge will be £22.80.

### ***Extra Time For Covid-19 Related Activities***

The trustees recognise that the responsibilities placed on Customers will require extra time before and after each use of the hall in order to prepare before the arrival of participants and to leave the hall ready for the next Customer. The trustees will therefore, wherever possible, extend the times of access and exit by 30 minutes each. No additional charge will be made for this extension. Where these extensions are not possible e.g. because of another activity, the trustees will seek a mutually agreed change to the timing of activities.

### ***Change Of Room***

Customers who are unable to use the Dore Room because the safe distancing requirements do not allow for a sufficient number of participants will be offered use of the Chanctonbury Room, if available. Customers will continue to pay the hire charge for the Dore Room.

### ***Acceptance Of Risk***

Despite the precautions being taken by the trustees, as described in this document, to keep the hall free of any Covid-19 contamination, it is a fact that there is no way of ensuring that the hall remains free of Covid-19, except by closing it.

Consequently Customers and participants in activities will have to accept there is a risk of exposure to Covid-19 if they come to the hall. This acceptance will have to be given prior to taking part in the first use of the hall.

## **7 Trustees**

The Trustees will:

- produce a guide to the reopening of the hall, itemising specific requirements and responsibilities
- provide a checklist to help Customers carry out their responsibilities with respect to managing activities. This is available on the hall website: [www.wasahall.co.uk/covid-19](http://www.wasahall.co.uk/covid-19)
- inform all users of the hall of the restrictions on use and access to the hall
- carry out a risk assessment
- liaise with the Public Health England Surrey and Sussex Health Protection Team (South East) in the event that someone participating in an activity has symptoms of Covid-19 either at the hall or shortly after being in the hall

### ***Risk Assessment***

The Trustees have produced a Covid-19 risk assessment for the hall which is available on the hall website: [www.wasahall.co.uk/covid-19](http://www.wasahall.co.uk/covid-19)

### ***Increase Frequency Of Cleaning***

The hall cleaner will adjust the frequency and timing of the cleaning of the hall to align more directly with the

use of the hall so that the cleanliness of the hall is enhanced immediately prior to any use.

### ***Provide Extra Personal Hygiene Products***

The following extra supplies of items will be provided to assist with compliance:

- hand sanitizers
- special disinfectant or anti-bacterial cloths for cleaning surfaces, e.g. tables, chairs, switches toilet seats, toilet basins and taps, hand dryer start buttons
- disposable gloves for cleaning surfaces etc.

### ***Display Notices***

Extra notices will be displayed to inform and remind users of the hall of the entry and exit routes, restrictions of use and expected behaviour while in the hall, e.g.:

- to use hand sanitizers on entering the hall
- to limit handling of surfaces
- to wear face masks unless this is incompatible with the Customer's activity
- to follow the social distancing rules and restrictions on the entry to and exit from the hall

### ***Liaison With The Public Health England Local Health Protection Team***

The Local Health Protection Team is the point of contact for the trustees if someone who has used the hall displays symptoms of Covid-19 either during use of the hall or afterwards. Currently the team operates on a 48 hour cycle, that is to say, if we only learn about someone in this position 48 hours later then they would not need the information.

Users of the hall have an obligation to inform the volunteer managing Customers ([robgerig@wasahall.co.uk](mailto:robgerig@wasahall.co.uk)) if they display symptoms, or become aware of someone else displaying symptoms, of Covid-19 either during use of the hall or up to three days afterwards.

### **Contact Details for the Local Health Protection Team**

Surrey and Sussex HPT (South East)  
Public Health England  
County Hall North  
Chart Way  
Horsham  
West Sussex  
RH12 1XA

Email: [PHE.sshpu@nhs.net](mailto:PHE.sshpu@nhs.net)

Telephone: 0344 225 3861 (option 1 to 4 depending on area)

Out of hours advice: 0844 967 0069

### ***QR Code For NHS Covid-19 App***

We have a new obligation to display a QR Code to allow people to check in to the NHS Covid-19 App. This is displayed in both the Dore Room and the Chanctonbury Room.

## Annex A

### Managing An Activity

The tasks in managing an activity are:

- prepare for the start of activities
- manage entry and exit
- manage social distancing
- use of face masks
- use of kitchens
- disposal of rubbish
- use of toilets
- use of tables and chairs
- use of cleaning material
- maintain attendance records

### Prepare For The Start Of Activities

The tasks for preparing for returning to the hall are:

- identify any vulnerable people. Customers will need to comply with any restrictions placed on the activities of people at greater risk because of an underlying health condition and will need to decide whether they wish to allow such people to attend their activity in the interests of the group
- obtain from participants, in written form (including email) - see maintain attendance records below for a suggested form of words:
  - acceptance of the risk of using the hall
  - permission to pass personal data (name, phone number, email address) to the volunteer managing Customers and, in the event that one of the participants becomes ill with Covid-19, to any official track and trace system
- record the contact information (name, phone number & email address) of participants in your activity
- email to the volunteer managing Customers (robgerig@wasahall.co.uk) **prior to the start of the first use of the hall:**
  - confirmation of the receipt of acceptance of risk and permission to pass personal data
  - contact information of participants
- brief participants on the use of the hall and its facilities as described in this document
- brief participants on the need to inform the Customer if they catch Covid-19 within three days of using the hall

Note that all the above apply to any new participant joining your activity and must be completed no later than the end of the new participant's first meeting.

### Prior To First Use Of The Hall

Check that the hall is ready for use:

- hand sanitizer is available
- face masks are available
- cleaning liquids, cloths and gloves required to clean tables, chairs, surfaces etc. are available
- waste bins and bags for the disposal of personal waste (such as used tissues, contaminated material) and general waste are available

Report any deficiencies to the volunteer managing Customers (robgerig@wasahall.co.uk)

Clean all surfaces: tables and chairs, toilet (seat, basin, taps, handles, dryer start button, switches), room switches, door handles etc.

## **Ventilation**

Maximise the ventilation of the room prior to use and maintain throughout the duration of the activity by keeping external doors and windows open during the activity whenever possible and subject to the Customer being happy with security. It is accepted that this may increase the need for heating. Windows are kept locked when closed and the keys can be found on hooks close to most windows; please remember to close and lock the windows at the end of the activity.

## **Manage Entry And Exit**

Entrance to the hall will be constrained to:

- Chanctonbury Room. entry using door on recreation side of the hall; exit using the door on the car park side of the hall
- Dore Room. entry using door on recreation side of the hall; exit using the door on the car park side of the hall

Immediately on entering the hall everyone must use the hand sanitizer provided.

The Customer must not allow access to the room or toilet to anyone who is not a participant in the activity.

## **Manage Social Distancing**

Customers must adopt social distancing of at least 2 metres.

The use of the rooms will be limited to the following number of participants:

- Dore Room will be limited to 15 people
- Chanctonbury Room will be limited to 28 people

As a guide the trustees will place notices on each wall of each room at 2 metre intervals to indicate the required distancing.

## **Minimise Handling Of Surfaces**

The unnecessary handling of surfaces constitutes a significant risk to the spread of Covid-19. Customers need to manage the handling of surfaces, within the constraints imposed by their activity:

- limit the number of people handling a particular surface
- remind participants not to handle surfaces unnecessarily

## **Use Of Face Masks**

The wearing of face masks is mandatory when in the hall, unless undertaking an exercise or activity and it would negatively impact the ability to perform the exercise or activity; in this case social distancing of 2 metres must be adhered to.

## **Use Of Kitchens**

The use of the kitchens will be prohibited. People will need to bring their own supplies of food, drink, cutlery and crockery as necessary. Washing up facilities will not be available.

## **Disposal Of Rubbish**

Three bins will be available in both the Dore Room and the Chanctonbury Room; one for Covid-19 and personal waste (such as used tissues) and disposable cleaning cloths, one for general rubbish and one for recycling.

Bin bags must not be removed from the bins. The bins will be emptied regularly by the hall cleaner.

## **Use Of Toilets**

To reduce the burden of cleaning, the disabled toilet will be the only toilet available for use in the Chanctonbury Room.

Access to the toilets will need to be managed to preserve social distancing when people are going to and leaving the toilet.

The toilet equipments and surfaces must be cleaned both before and after each use. This includes the cleaning of the toilet seat and handle, basin and taps, door handles, hand dryer start button etc.

### **Use Of Stage**

The use of the stage will only be allowed in very limited circumstances, because of the difficulty of safe distancing. Customers wishing to use the stage will need to seek approval.

The stage curtains will be protected from contamination and will not be able to be used.

### **Use Of Tables And Chairs**

The use of chairs will be limited to plastic chairs to reduce the effort of cleaning upholstered chairs.

In order to reduce the cleaning effort further, the number of tables and plastic chairs made available to Customers will be based on the maximum expected to be used by any one Customer.

Other tables and chairs will not be available.

### **Use Of Cleaning Equipment**

To reduce the need to clean vacuum cleaners, brushes etc. after use, no cleaning items will be available except for items required to disinfect surfaces. Customers should bring their own brushes etc. to clean the floors.

### **Maintain Attendance Records**

If a participant in an activity becomes ill with Covid-19 while in the hall the trustees may need to inform other users of the hall that they may have been exposed to Covid-19 and to pass information to any official track and trace system. To allow this, Customers will need to:

- maintain up to date contact information of activity participants
- at the start of each use of the hall record the names of participants and the contact details of any new participant.
- at the end of each use of the hall provide the volunteer managing Customers (robgerig@wasahall.co.uk) with the list of participants in the activity and any changes to the contact information of participants, including, for any new participant:
  - contact information
  - confirmation of the receipt of acceptance of risk and permission to pass personal data

### ***Form Of Words To Obtain Acceptance Of Risk And Permission To Share Personal Data***

A suggested form of words that Customers may consider using to obtain their participants' acceptance of risk and permission to pass personal data is:

Prior to the start of [..activity...] I need your agreement to the following two statements:

1. I understand that whilst all practicable steps and measures have been taken to enable me to return to the hall safely, I accept that it is impossible to eliminate all risk in its entirety. I confirm that I am happy to return to the hall.
2. I agree to my data being shared for the sole purposes of track and trace in the unlikely event that:
  - I or someone attending the hall with me develops symptoms of Covid-19 during my attendance or within 3 days of my attendance at the hall
  - or someone using the hall within 3 days prior to my attendance develops symptoms of Covid-19

If you are happy with the above, please reply to this email to confirm you accept the above.

I ask that you refrain from coming to the hall if you feel unwell, are vulnerable or currently shielding.