

Burton Bradstock Village Hall Hirer Covid 19 Guidelines.

Hall User Covid 19 Instructions.

1. For all bookings after 3rd August 2020 all Hall Hirer's must sign an updated Booking form containing amended terms and conditions and return it to the Booking Officer before the booking is accepted.
2. Prior to using the Hall for the first time after 3rd August all Hall Hirers must complete a risk assessment of their events at the Hall. This must include plans for safe distancing. A copy of this must be returned to the Booking Officer prior to the event.
3. Cleaning.
 - a. Hall Hirers must clean key contact areas (such as door handles and light switches) and equipment prior to the event and repeat at the end of the event, plus sign a cleaning register to confirm that this has taken place.
 - b. The Hall will provide cleaning materials, disposable gloves and safe disposal facilities.
 - c. Light switches should be cleaned with wipes, door handles, window catches and tables should be cleaned with spray and paper cloth.
4. The Hirer must ensure session attendees use sanitising facilities and check temperature on entry and do not loiter in the Hall area. There will be a sign outside the front door explaining this. To assist distancing, providing weather permits, open both front doors and both doors into main hall. Any coats or other items brought in by attendees must be kept with them. In the event anyone reads red on the thermometer, they must not enter the Hall, but return home and follow current guidelines on what to do if displaying symptoms.
5. Chairs. The caretaker will leave out the required number of chairs in the area by the stage marked "clean chairs". At the end of the session chairs which have been used should be put in the area by the stage marked "used chairs" with a label (supplied) to say who used them and what day. The caretaker will then place them on the stage, where they will stay for at least 3 days.
6. During the event the Hirer must ensure distancing plans are adhered to by positioning chairs, tables or attendees in clearly planned locations. The Hirer should also ensure maximum possible ventilation by opening as many doors and windows as conditions allow. If opened, handles of these must be added to cleaning list.
7. The Hirer must retain a list of attendees of event, including name and telephone number and retain for 21 days. In the event Track and Trace require this information, the Hirer's contact details will be given to Track and Trace. If requested by Track and Trace the user must supply attendee's details to them.
8. In the event an attendee is taken ill with suspected Covid 19 symptoms during the event, the Hirer must either send the person straight home or use the Covid 19 space defined below. The session must be terminated immediately and either the caretaker, duty manager or any committee member advised immediately. The Hall will be closed immediately for deep cleaning.

9. The toilets will be open, but only one person to be in a toilet at a time. Whilst signs are in place, the Hirer should ensure this process is understood and adhered to.

Covid 19 space. The committee room at the rear of the Hall; is designated “Covid 19 isolation” space. In the event it is required, take person suffering symptoms to this room and decide what action to take based on current Government guidelines. This could include call 111, 999 or other medical support services. Then either the caretaker, duty manager or a committee member must be informed that this has happened.

For your information the following are part of the Hall Covid 19 actions.

-Kitchen, storage rooms and sheds have access restricted to Caretaker, cleaner and Committee members. Attendees may bring their own refreshments but must take all they bring away with them on leaving.

Items previously kept in the kitchen such as Hirer instructions, Diary for comments, first aid kits and accident book will be by the cleaning station in the main Hall. The cleaning records will also be placed here.

There will be a sanitising station, with touch free thermometer just inside the front door.

There will be a combined sanitising and cleaning station in the main Hall. There will be spray cleaner, disposable gloves, disinfectant wipes and paper rolls available for cleaning.

The caretaker will ensure these are topped up and sanitisers are working properly.

Throughout the building there will be signs encouraging appropriate behaviour.

There are now bolts on both front doors to enable them to be bolted open. There are hook and eyes on both entry doors to the main Hall to enable them to be locked back. There are hooks outside all exit doors to allow them to be held open.