



CROCKENHILL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC) RE-OPENING OF THE HALL GUIDANCE FOR CONTRACT HIRERS

This guidance is intended to HELP US TO HELP YOU return to using Crockenhill Village Hall. This should be read in conjunction with the CVHMC risk assessment, Government guidelines and your own governing body activity specifics if applicable. CVHMC is doing everything reasonably possible to protect the safety of staff, contract hirers and their members, visitors and Trustees and reduce the risk of infection. If you or any of your members feel unwell or displaying any of the COVID-19 symptoms then please do not enter the hall.

Between the 1st September and the 31st December 2020 reduced facilities will be applied and reviewed again towards the end of the year.

- Please wash hands on entry and exit of the village hall
- Please note that hand air-dryers will be out of service and paper towels provided for use
- Please use the hand sanitiser to be located at key points in the hall
- The committee room, kitchen, table store cupboard, bar area are all closed for general use
- All kitchen equipment is locked away and not available for use
- 25 plastic chairs and 5 tables will be left out in the main hall for general use
- All belongings, including personal equipment must be taken home and will be removed outside if left in the hall
- All papers including posters, flyers and information leaflets left in the hall will be destroyed
- All persons must bring their own water bottles and or other refreshment containers when attending the hall
- Additional duties and hours have been agreed with the cleaning staff to ensure an onsite presence each day
- It is important that hirers wipe down tables, chairs electrical sockets and heating system dials before and after use
- It is essential that hirers disinfect door handles, toilet handles, light switches and window catches before and after use
- Please adjust your activity time to allow for the additional safety measures required during these unprecedented times
- Any concerns please write in the contact book, **if urgent contact 01322 686424 option 8**
- Please keep a record of every attendee at your meeting/activity to comply with your NHS Track and Test requirements
- PLEASE DO **NOT** ACCESS THE VILLAGE HALL BUILDING OUTSIDE OF YOUR ALLOTTED TIME SLOT SO AS NOT TO COMPROMISE THE CLEANING SCHEDULE AND HEALTH & SAFETY OF STAFF, TRUSTEES AND OTHER HIRERS

ACCESS/EGRESS

In order to assist with social distancing measures and to avoiding crowding at pinch points CVHMC have changed the way the building is entered and exited.

- Entrance will be via the door at the end of the overhead veranda located by the disabled toilet.
- Social distancing lines will be visible on the slope to limit crowding whilst queuing and stagger entry
- Exit will be through the main doors located by the ladies and gents toilets.
- Please refrain from lingering around the entry and exit points to avoid infection
- Please respect social distancing guidelines as advised by Government, whilst in the building
- The kitchen side door is NOT to be used
- The rear fire doors leading onto the car park should only be used in the case of an emergency
- Please note that the nominated responsible hirer has to ensure building security and COVID cleaning regime at the end of hire period.



HAND WASHING GUIDELINES

Upon arrival please use the hand sanitiser provided and when possible wash your hands as per the Government advice,

- When you arrive , exit and re-enter the building after an absence
- After you blow your nose, cough or sneeze
- You should cough or sneeze into tissues before binning them
- Before you eat or handle food
- You should wash your hands for 20 seconds, using soap and water or hand sanitiser

TOILETS

CVHMC have changed the communal toilets to a single occupancy system to limit use. Additional locks have been fitted to main doors. Toilets will be out of use when cleaning is in progress.

- To ensure social distancing within the toilets the main door should be locked on entry. Use of the toilet space will be limited to one at a time.
- Ensure you wash your hands for 20 seconds as per the Government guidelines
- Hand air-dryers should not be used in any of the toilets, paper towels will be provided
- Please use hand sanitiser on entry and exit from the toilets

KITCHEN

CVHMC has temporarily closed the kitchen for use by hirers and that includes the use of fixed appliances. Where possible all equipment will be locked away. Entry is permitted for use of the Boiler, first aid kit, drinking water and contact/incident book.

- The kitchen is closed for all use unless stated otherwise
- Access to your groups equipment stored in the kitchen is allowed during your hire period only
- Equipment such as urns, kettles, microwaves etc has been locked away.
- Fixed appliances such as the fridge and cooker must not used as regular industrial cleaning cannot be afforded and hygiene guaranteed.
- Please bring your own water bottles, food and drink to the hall and please take it home with you after use.
- The drinking water tap by the round hand washing bowl can be used to refill personal water bottles
- Please use the hand sanitiser provided by the hand washing bowl
- Please disinfect the drinking water tap before and after use
- Individual arrangements specific to the operation of Preschool will be negotiated and entered into.

BAR AREA

The Bar area is closed for weekday use. This facility is reserved for weekend hire.

FIRST AID

The first aid kit is located in the kitchen for use in emergencies. The cleaning staff to check the use of the first aid kit and restock accordingly.

- Please disinfect the first aid kit before and after use
- Please write details of use of first aid kit in the contacts book



CLEANING

Over time has been agreed with the cleaning staff during this period. However, to ensure the safety of your members and other hirers some responsibility for cleanliness has to be shared. CVHMC require your assistance for these duties.

- Trestle tables and surfaces to be wiped down after use
- Plastic chairs to be wiped down after use
- Please advise members that the fabric banqueting chairs are temporarily locked away and to bring their own cushion for personal comfort if required
- Wipe down and disinfect the used electrical sockets, door handles, window catches, light switches, heating system dials and toilet handles before and after use.
- Please adjust your activity to ensure sufficient time to carry out the additional cleaning routine.
- Hand sanitiser will be provided at entry and other key points
- Cleaning products to disinfect items/objects used will be provided

FIRE AND EVACUATION

Please note that the usual fire evacuation procedures will continue to remain in force. In the case of a fire, evacuate the building by the nearest fire exit and head to the assembly point at the rear of the garage in the car park

COAT CUPBOARD

The provision of a coat cupboard is currently under construction. Once completed, this facility will be closed for all contract hirers, except for the sole use of the Preschool until further notice. CVHMC request that coats continue to be placed on the back of the chairs in the meantime.

STAGE

The stage and lighting facility will be temporarily unavailable without prior arrangement.

- Stage temporarily out of use without prior arrangement
- Stage lighting temporarily out of use without prior arrangement
- No items to be stored on the stage

CARPARK

Be mindful that it will be difficult to maintain social distancing during busy periods when congestion in the parking area is normally experienced.

MASKS & EQUIPMENT

Government guidelines relating to the wearing of face mask in community buildings changed on the 8th August 2020.

- **The need to wear face coverings was extended to be used in public community hall settings**
- Note face coverings are not currently required to be worn by children under the age of 12
- Please check your own specific activity requirement to make sure you are fully compliant. Currently face coverings can be removed if users are undertaking exercises or an activity where it would negatively impact their ability to do so
- CVHMC will provide PPE for its cleaning staff only and will not have any surplus disposable masks available
- Please make sure your members bring their own equipment as sharing is not recommended under the current guidelines



Thank you for taking the time out to read the new temporary measures that CVHMC has had to introduce to help everyone adapt to a new way of working together.

Please contact your own group overarching authority to further explore and ensure your activity is compliant

If you have any concerns please do not hesitate to contact CVHMC

STAFF SAFE AND STAY WELL