

On Behalf of the Barbon Village Hall Committee

Dear Hirer,

Welcome back!

As of 1st September 2020 the Barbon Village Hall committee is delighted that the hall will be open for bookings. As you will be aware, due to COVID-19 restrictions, the hall will be operating slightly differently in order to comply with current government guidelines.

The hall is reopening for bookings that are based on risk assessment for a social distance of two metres. The maximum number of people allowed in the hall at any one time to ensure safe social distancing is 30. This is throughout the entire hall. The following pages outline Barbon Village Hall working procedure going forwards.

We politely ask you to read this and please fill in and sign the attached form and return to Sue Thornber, Barbon Village Hall Booking Secretary, Mistress Lumb, Barbon, Carnforth LA6 2LS or email to lindleythornber14@gmail.com.

The village hall has carried out an extensive COVID-19 risk assessment prior to reopening – copy enclosed. Obviously, this risk assessment is specific to the hall and not to the activities being carried out within it. We are sure that you understand that hirers must commit themselves to operating in a COVID -19 secure way by following the governments guidance in force for their activity. In line with current government guidelines, which state “*if organising an activity, you should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission*” please could we ask that you carry out your own COVID-19 risk assessment for your own activity whilst using the hall. We really appreciate your cooperation in this matter.

We are also changing the way that you book to the Hallmaster Online Booking System that can be accessed directly from our website <http://barbonvillagehall.mystrikingly.com> A customer user guide is enclosed which gives all details required to make a booking. Please note that bookings will not be “confirmed” until your completed signed Covid-19 Procedure Compliance Form has been received. We apologise for the fact that you will have to re-enter all details into this new online system for any booking previously made using the old booking form.

All that remains to be said is that we are delighted to have our wonderful groups return to our lovely hall! As we all try to find and settle into some sort of new ‘normal’ I ask that we all try and work together, and everyone ‘do their bit’ to make the hall environment as ‘COVID Secure’ as it can be, so that all users can enjoy the facilities available to them confidently.

With Warmest Regards

The Barbon Village Hall Committee

Current COVID-19 Procedures in place at Barbon Village Hall

Please read and retain the following protocol and complete and sign the form on the last page to confirm that you agree to comply with the procedures.

- **Nobody** should attend the premises if they have symptoms or are self-isolating due to symptoms in someone in their household. Please ensure that everyone likely to attend your activity or event understands this.
 - Please also ensure that they understand that if they develop symptoms within 7 days of visiting the hall they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
- As the hirer, it will be **Your** responsibility to ensure that those attending your activity or event comply with the COVID-19 Secure Guidelines whilst they are entering and occupying the hall.
- Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
- Hand sanitiser can be found at the hall entrances. PLEASE USE and encourage regular use or regular hand washing especially when entering the hall and after using tissues.
- **Please keep a record of the name and contact number or email of all those who attend your group or event.** Ensure that these details are retained by you for three weeks. This is to assist in tracking and tracing should a COVID case be identified. This information should be kept securely so as to comply with GDPR (e.g. a password protected phone or tablet, a locked filing cabinet) and then destroyed after the 3-week period is over. (People are not obliged to leave details).
- Prior to activities commencing we ask that hirers wipe down, with disinfectant, any surfaces/ furniture likely to be handled/ touched during the session. (Disinfectant and cleaning products can be found throughout the hall for you to use – or bring your own if you prefer). You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats (but please DO NOT dispose of any wet wipes down the toilet), wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used).
 - Please take care cleaning electrical equipment. Use cloths - do not spray!

- If cleaning is not carried out, or you would rather not clean as requested, a flat rate of £30 will be charged to contribute towards the cleaning of the hall which is being carried out twice a week.
- Any items used during a session e.g. chairs/ tables are to be wiped down with disinfectant before being put away. You should **not** use any of the cloth red chairs as it is not possible to wipe these down – please only use the brown chairs or the red armchairs. Please wipe down all surfaces and handles that have had contact during your sessions.
- Throughout the hire, keep the hall as well ventilated as possible, with windows and doors (except fire doors) open as far as convenient. You are responsible for ensuring they are all securely closed on leaving.
- To maintain social distancing the number of persons permitted in each room will vary according to your activity but the advised maximum number for each room is as follows:-
 - 30 people in the main hall
 - 10 people in the committee room at rear of the hall
 - 10 people in the Community side room
 - 4 people in the entrance corridor
 - 2 people in the kitchen at any one time and where 2m distancing cannot be observed, 1m plus mitigation measures should be used.
- Ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. When 2m cannot be observed during these times – 1m plus mitigation measures should be observed.
- Take particular care to ensure that social distancing is maintained for anyone aged 70 or over or likely to be clinically more vulnerable to COVID-19, including, for example, keeping a 2 metre distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that needs to be avoided.
- You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with sufficient space between each person to maintain at least 2 metres distancing, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
- No equipment belonging to any group is to be left at the village hall under any circumstances.

- Where possible we ask that hirers and participating group members bring their own equipment. You will ask those attending to not share equipment with other members or you will avoid using equipment which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before and after use.
- In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
- You will be responsible, if drinks are made, for ensuring that all crockery and cutlery is washed **in the dishwasher**. You will bring your own clean tea-towels if required so as to reduce risk of contamination between hirers, and take them away. We will provide a supply of dishwasher tablets. No food to be shared please e.g. biscuits. There is no necessity to empty the dishwasher at the end of its wash cycle if you have already left the premises.
- **All rubbish to be taken home** with the hirer – none to be left at the hall.
- At this time the disabled toilet will be the only toilet open. We ask that the other toilets are not used. We apologise for any inconvenience this may cause.
- If there are safety concerns relating to COVID-19, the Barbon Village Hall committee will have the right to close the hall. For example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
- In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is in the kitchen area of the committee room at the rear of the hall. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall on 015242 76343

COVID- 19 Procedure Compliance Form

Contact Details

Name:

Address:

Telephone:

Email:

Group Activity:

Days and time of activity:

I have read the COVID-19 Protocol for Barbon Village Hall and I agree to adhere to the requests made to ensure, as far as practicable, the health and safety of myself and members of my group.

Signed:

Date: