

Amendments in red

All hall users must adhere to the regulations set down in the Coronavirus Act 2020 and the accompanying Welsh Government guidance. Please remember that your Health and Safety in the Hall is our concern but your responsibility.

All hirers of the Hall will read and accept the requirements within this Covid Guidance for Hall Users and sign to confirm that they do so. This guidance will be under continuous review and will be updated in line with changes to legislation or advice.

Group leaders/organisers will be responsible for taking all reasonable measures to minimise risk of exposure to coronavirus at the premises or the spread of coronavirus by those who have been at the premises.

Group leaders/organisers are also required to draw up their own risk assessment following advice from their professional bodies (where available) that conforms to the legislation and guidance from the Welsh Government, to ensure safeguarding of participants as well as of themselves. Group leaders/organisers will sign to declare that they have a Risk Assessment in place for running their particular activity in the Hall.

Contractors only to be brought into the building as an absolute necessity and only when there are no user groups in the building. They will be asked to read this Covid Guidance for Hall Users and sign that they have done so and will adhere to it.

Hall users, group leaders, contractors, volunteers, committee members and all other people entering the building must adhere to the Hall's Covid-19 safe opening guidelines set out here:

Permitted activities:

1. Activities that are organised by a club or recognised body with a Group Leader/Organiser/Responsible Person and appropriate Risk Assessment in place, are permitted.
2. Social gatherings/unorganised activities, such as adult parties and other social events, are not currently not permitted.
3. Children's parties, for primary school age children only, are permitted if the separate and specific Village Hall Covid guidelines for children's parties are adhered to.

Authorised persons:

4. The Hall can only be entered by people that do not have Covid-19 symptoms themselves and no member of their household has symptoms either. Users that have recovered from Covid-19 can use the hall provided that all members of their household have completed the required isolation period.

Physical distancing:

5. Adhere to 2m physical distancing indicated by floor markings throughout the building.
6. The maximum number of people permitted in the Main Hall is 15 over the age of 11.
For exercise classes, a coach is also permitted in the Main Hall.
The maximum number of people permitted in the Gallery is 15 over the age of 11.
The maximum number of people permitted in the Meeting Room is 9 over the age of 11.
For assistance, floor markings indicate 2m distances in each room.
7. Adhere to one-way systems.
8. No queuing/waiting in foyer areas.
9. Entrance and exit doors to be kept locked during sessions to prevent other people entering the building.
10. A minimum of 15-minute gap to be maintained between sessions in each room.
11. Rooms must be vacated promptly.
12. Activities involving children: Parents to drop children off at the appropriate entrance door to be met by group leader who will release them to parents at the end of the session.
13. Face coverings must be worn whilst moving about the building and when 2m social distancing cannot be maintained.

Hygiene:

14. Please assume that all surfaces are potentially contaminated, therefore regularly clean or sanitise your hands.
15. Please bring your own sanitising gel.
16. Personal waste/rubbish to be taken home by the user.
17. The only toilets available will be the main disabled toilet and toilet in the Gallery area, both of which will be for emergency use only. The other toilets will be locked. Group leaders to make sure their group participants are aware of this.
18. No personal items can be left in the hall.
19. Face coverings must be worn whilst moving about the building and when 2m social distancing cannot be maintained.
20. Door handles, switches and other surfaces, which may have been touched, to be wiped down with disinfectant at the end of each activity/session. Group leaders to sign when these actions have been carried out and a record kept.
21. Contractors are responsible for their own 'PPE' which will be relevant to the task they are undertaking. This will be the same for any deliveries to the Hall.

Ventilation:

- 22. Advice from the Health & Safety Executive is to maximise ventilation; therefore, it is recommended to open windows and doors during activities.
- If windows and doors are not opened during activities, it is recommended that face coverings should be worn continuously throughout the session.
- 23. Doors and windows to be opened between sessions for 15 minutes to allow clean air to circulate.
- 24. Air conditioning is **not** to be used.

Facilities:

- 25. The main kitchen will be locked, so please bring your own refreshments, including water. Group leaders to make sure their group participants are aware of this.
- 26. Gallery and meeting room users to bring their own cups/mugs and supplies if refreshments are required. No cutlery or crockery will be available.
- 27. Chairs in the Gallery or Main Hall to be booked in advance, if required.
- 28. Chairs cannot be re-used within 72 hours.

Track and Trace:

- 29. Group leaders and any person, other than those attending an organised activity, to record their name, contact details, purpose for entering and date and time of entering the building. This data will be held for 21 days and then destroyed.
- 30. Group leaders will keep a record of participants with their contact details for each session.
- 31. Group leaders to notify the village hall committee if a hall user has been tested positive for Coronavirus.
- 32. If any hall user, volunteer, contractor or other person who has entered the village hall, is known to have tested positive for Coronavirus, the building will be closed immediately and kept closed with no access to any person for 72 hours.