



GOODRICH VILLAGE HALL TRUST COVID-19 GUIDANCE NOTE TO HIRERS, USERS. CONTRACTORS AND VOLUNTEERS AND RISK ASSESSMENT JANUARY 2022

Introduction

The Goodrich Village Hall Trust aim to provide a Covid-19 secure environment for all hirers, users, contractors and volunteers. Hirers and contractors are expected to conduct their own risk assessments. Anyone who is unwell should not enter Goodrich Village Hall [“GVH”].

HM Government [“HMG”] have introduced Plan B legal restrictions. Hirers and users of GVH are expected to observe all guidance issued by HMG and any professional or governing body relevant to their activity.

The aim is to minimise risk by expecting everyone entering GVH to observe Government guidance in respect of:-

- Hands
- Face
- Space
- Air

Hands	Hand sanitiser is available at the entrance/exit to GVH and in each room. Everyone is expected to sanitise their hands on entering GVH and periodically whilst on the premises. Hirers and users are expected to clean periodically surfaces that people touch regularly by using the provided antibacterial cleaner (materials and PPE in box in kitchen).
Face	Face coverings are mandatory in village halls unless a medical exemption applies, or an activity exception applies. Exception to the wearing of a face covering is allowed when engaged in an activity where a face covering would be uncomfortable or impractical eg band practice, table tennis, Pilates, yoga, Parish Council meetings, singing, taking refreshments (list not exhaustive). The exception only applies when actually engaged in activity covered by the exception – face coverings must be worn when not engaged in the activity or moving around the hall.

Space	Social distancing is no longer mandated, however prolonged close contacts with those you do not usually live with should be minimised in number, duration and proximity.
Air	Exterior doors and windows should be kept open when the weather allows to maintain good ventilation within the building.

Specific Risk Areas

Test and Trace	Hirers and GVHT are required to maintain a record of attendees for use by NHS Test and Trace to identify contacts in the event of a case of Covid. The record can either be a paper record kept by the event organiser or by using a smartphone to register with the NHS Test and Trace QR code displayed in the GVH entrance.
Entrance/Exit	Organisers of events should aim to avoid pinch points. These can be minimised by phasing arrival times, operating a one-way system or maintaining a social distanced queue.
Toilets	For events with a larger number of attendees, organisers should make arrangements for the regular cleaning of the toilets.
Litter	Rubbish should be bagged and placed in the outside black bin for disposal. Small quantities of non-hazardous rubbish can be placed in the bin in the kitchen. Clean recyclable rubbish should be placed in the outside green bin for disposal.