



Claygate Village Hall Association

GUIDANCE NOTES FOR HIRERS USING CLAYGATE VILLAGE HALL.

1. Activities should be run bearing in mind government guidelines for limiting the spread of COVID-19 – i.e. letting fresh air in if meeting indoors, practicing good hygiene and wearing a face covering or face mask in crowded or enclosed spaces.
2. You may wish to remind people not to attend if they are showing COVID symptoms or required to isolate.
3. You may wish to clean high frequency touch points at the beginning and end of your hire. (We cannot clean between hires, although will clean regularly.)
4. You will need to provide your own 1st Aid Kit, black rubbish sacks, tea towels, PPE in case of dealing with a suspected case, and gloves for cleaning.
5. Defects can be reported by email or via the Defect book located in the Foyer.
6. Our accident form is available from the website for you to print out and fill in. Paper copies are available on the Foyer desk.
7. You will be issued with a window key to open windows for ventilation during your hire. You must close and lock windows at the end of your hire. Try to open windows and fire doors at the beginning or your hire to ensure a change of air, even if you later close them for comfort. Carbon dioxide monitors are provided to assist in assessing ventilation requirements.
8. You may wish to clean anything you bring into the hall before you arrive and again when you leave.
9. Toilets are available for general use by all hirers in the Hall. With the no touch systems in place and assuming that hands are washed after using the toilet there seems little risk of transmission via touch. The accessible toilet also has a no touch entry and exit system. You may wish for large events access to the toilets should be managed to avoid undue crowding. You may wish to wipe the door handles at the beginning and end of your hire, advise attendees to use hand sanitizer when leaving the toilets, or use a paper towel as a barrier when touching the door handles.
10. Ideally only those directly attending your group should enter the Hall, and doors should be kept on “1-way” to control entrance. Ensure you always have your key when leaving the Hall.
11. You should run your activity in line with guidance issued by the government and any guidance issued by your governing body.
12. Cashless payment systems are recommended.
13. If you store items in the hirers cupboard these must be kept on shelves.
14. Please remind all attendees to clean their hands using hand sanitizer on entry and exit from the hall, and on entering the toilets, and to wash hands after using the toilets.
15. Remember that loud voices produce more aerosols and therefore consider the volume of any background music.
16. You should check for lost property at the end of your hire and retain it for return to its owner.
17. Ensure fire exit doors are closed when leaving the premises.

These guidance notes are based on the COVID-19 Risk Assessment for Claygate Village Hall