

Little Wenlock Village Hall

Guidance for Users

Our village hall has re-opened following the 2020 Covid-19 lockdown with the proviso that all users adhere to the detail of this guidance to keep it and everyone involved Covid-19 secure.

1. The Hall has re-opened on a strictly limited basis following a clear re-opening protocol.
2. A formal Covid-19 Risk Assessment has been undertaken and all identified risks have been mitigated. A copy of this is available on the Village Hall website.
3. The hall is currently only open for agreed clubs, meetings and activities. Social gatherings, parties and other events are not permitted.
4. Only one group can use the hall at any time, with all activities confined to the main hall using appropriate 2 metre social distancing arrangements.
5. All activities are limited to a maximum of 30 people, who should remain in their cars or at a distance from the hall until they can enter with safe social distancing.
6. Social distancing markers at the hall entrance and in the foyer and one-way systems to enter and exit the building and access the main hall and toilets must be followed.
7. Everyone entering the building must wear a face covering and use the hand sanitiser provided in the foyer.
Surface spray cleaner is available for group organisers' use in foyer and hall.
8. The kitchen remains closed and cannot be used.
9. Only chairs without arms can be used and no one should touch the curtains which have been securely tied-back.
10. Only one person should use each toilet at a time.
11. Group organisers are responsible producing their own risk assessment and
 - Ensuring social distancing and all other hall usage requirements
 - Allowing extra time for cleaning all surfaces (see plan) to be used before and after use, including tables, chairs and any other equipment.
 - Certifying in writing on departure that this guidance has been followed.
 - Keeping a written record of all those attending (with contact details)
 - Informing Test & Trace and the designated Committee member if anyone develops Cov-19 symptoms within 7 days of using the hall (and subsequent test results)

12. Should the hall be notified of a suspected case of Covid-19 in anyone using it, it will immediately be closed and organisers of any groups using it since then informed. If testing confirms Covid-19, the hall will remain closed for 9 days from the time of original use. If testing proves negative it will be reopened without delay.
13. The hall is thoroughly cleaned twice-a-week to an agreed regime.