

# Benington Village Hall

## Rules for groups, clubs and hirers using the hall

These rules have been set out to help protect everyone who uses the village hall. The safety of our community is what matters.

Group leaders must ensure that their participants comply with these rules.

If for any reason the group, club or hirer does not comply with these rules, the Village Hall Committee will not allow that group, club or hirer continued use of the hall.

### Risk Assessment

Groups leaders must complete the **Groups, Clubs and Hirers Risk Assessment** and give a completed and signed copy to the Hall Committee before use of the hall can start.

Groups leaders must also give a signed copy of these Rules (**Rules for groups, clubs and hirers using the hall**) to the Hall Committee before use of the hall can start.

### Group Leaders/Designated Responsible Person: Sanitising

#### **BEFORE** the session begins

Check that hand sanitiser stations at the entrance, in the toilets and at the exits are in working order.

Open windows/doors to allow ventilation.

Sanitise the following using anti-bacterial wipes:

- Hall and Poppy Room – all door handles and push plates, light switches, window catches
- Kitchen – all door handles and push plates, light switches, taps, soap dispensers, bottles of sanitiser
- Toilets – all door handles and push plates (including 30cm/12 inch area around push plate), light switches, taps, soap dispensers, toilet seats, flush handles, toilet roll dispensers, toilet door locks, hand rails, Free/In use notice on the toilet door etc
- Any sports equipment eg table tennis balls, bowls, shuttlecocks etc

Once these have been sanitised, you can allow your participants into the hall.

Participants must follow a one-way system. Participants must enter by the main front doors. At the end of the session, participants must exit by the Poppy Room door into the rear carpark.

# Participants

## **BEFORE the session begins**

No more than 15 participants area allowed in the hall during any one session.

Everyone attending must wait outside until the group leader has completed the sanitising process set out above.

Participants must observe 2 metre social distancing while waiting to come into the hall. Families or social bubbles may stand together.

Everyone attending must sanitise their hands **BEFORE** entering the hall.

Everyone using the hall must put on a face covering **BEFORE** entering the hall, unless they are exempt according to Government Guidelines.

Participants to enter the hall using the main entrance, one at a time and observe 2 metre social distancing at all times where space allows. Families or social bubbles may enter together.

**DO NOT ENTER THE HALL**

**If you feel unwell.**

**If you have had a COVID test within the past 7 days.**

**It is your responsibility to protect others.**

## **DURING the session**

Participants should be encouraged to wash their hands frequently.

Use metal chairs where possible. They are easier to sanitise after use.

If using upholstered chairs, sanitise your hands before touching them. This is because fabric is more difficult to clean.

Any used tissues, wipes etc should be immediately disposed of in the bins that are provided in all areas.

Ladies and Mens toilets in the main entrance are not to be used. They have been designated for use as the safe waiting area in the event of someone falling ill with Covid-19 symptoms.

The **disabled toilet in the main entrance foyer** and the **toilet in the Poppy Room foyer** are in use.

Only one person should be in the toilet area at any one time.

Participants should use the **Free/In use notice on the toilet door** to indicate whether the toilet is free for use.

Only one person is to queue for the toilet in the main entrance foyer or in the Poppy Room foyer. No-one else can queue in the main entrance foyer or in the Poppy Room foyer – others must wait in the hall or Poppy Room and maintain 2 metre social distancing.

**You must sanitise the toilet area once you have used it. This means sanitise all door handles and push plates, light switches, taps, soap dispensers, toilet seats, flush handles, toilet roll dispensers, toilet door locks, Free/In use notice on the toilet door etc**

## **Sporting activity**

Face coverings may be removed by those who are taking part in sporting activity.

Only those engaged in sporting activity should be the hall.

Those who are waiting or 'sitting out' should wear face coverings and wait in the Poppy Room.

## **AFTER the session ends**

Participants must follow a one-way system. At the end of the session, participants must exit by the Poppy Room door into the rear carpark.

Everyone leaving the hall must sanitise their hands **ON LEAVING** the hall.

## **Group Leaders/Designated Responsible Person: Sanitising**

### **AFTER the session ends**

Sanitise the following:

- Hall and Poppy Room – all door handles and push plates, light switches, window catches
- Kitchen – all door handles and push plates, light switches, taps, soap dispensers, bottles of sanitiser
- Toilets – all door handles and push plates (including 30cm/12 inch area around push plate), light switches, taps, soap dispensers, toilet seats, flush handles, toilet roll dispensers, toilet door locks, hand rails, Free/In use notice on the toilet door etc
- Any sports equipment eg table tennis balls, bowls, shuttlecocks etc
- Any other furniture (chairs, tables, cupboards etc) and other items (radiator switches or controls, plug sockets, cupboard doors, key box and keys) your group has used or touched during the session.

Make sure all windows and doors, including those in the toilets are closed and secured.

## **What to do if someone falls ill with suspected C19 symptoms**

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should follow the instructions set out in the document called COVID-19 treatment plan – What to do if someone falls ill with suspected C19 symptoms.

*Benington Village Hall Committee: 28 August 2020*

**Print name**

**Signature**

**Signed on behalf  
of the group, club  
or hirer**

**Date**

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