



FVH

FVH re-opening hall checklist

Before re-opening the hall, go through the following checklist:

	Task	Done
1.	Advise the hall's insurers when the premises will be re-opening and check any requirements.	
2.	Check the security code or key logs are up to date.	
3.	If a Pre-school is using the premises, check any adjustments to hire arrangements needed for other hirers e.g. arrival/departure times, access to kitchen or toilets.(See Section 3 above)	NA
4.	Carry out a COVID-19 Risk Assessment in consultation with any the Hall Managers. See FVH COVID 19 supplementary Risk Assessment	
5.	Consider whether additional cleaning is required, where and when. Consider arrangements for moving, stowing and cleaning equipment. A thorough clean of the hall should be undertaken before it re-opens and the subsequent cleaning regime to follow will need to be identified. Ordinary household products can be used.	
6.	Discuss with Hall Managers any changes in work patterns required to ensure the hall meets the COVID-19 Secure guidelines. HSE provides a leaflet of things to discuss with an employee. Agree any changes in writing with cleaners/employees.	
7.	Ensure Hall Managers have appropriate PPE: Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. The Hall Managers are to be provided with the necessary equipment.	
8.	Flush through the water system, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum of 50°C (See Chartered Institute of Environmental Health Officers guidance link)	
9.	Carry out the routine health and safety risk assessment of the whole premises. Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge/freezer is working at correct temperature, the heating and hot water system operational. Ensure internet is working. Cut grass. Identify and address any items requiring attention e.g. light bulbs failed, trip hazards. (For more information see ACRE Village Hall Information Sheet 15: Health and Safety legislation and Village Halls)	
10.	Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working. (For more information see ACRE Village Hall Information	

	Sheet 37: Fire Safety in Village Halls)	
11.	Provide hand wash facilities and paper towels: Hand dryers are not recommended for use at the present time as they could disperse droplets containing the virus into the air and should be taped off. Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls and cleaning products, including disposable cloths, should be provided.	
12.	Consider "Engaged/Vacant" signage at the entrance to male and female toilets to limit the number of people within these areas at any one time and similar signage at other "pinch points".	
13.	Designate store next to stage as isolation room.	
14.	Provide signage: The certificate that the premises comply with COVID-19 secure guidelines should be displayed at entrances (See FVH COVID 19 Notice). The poster encourages good handwashing techniques and hygiene "Catch It, Bin It, Kill It" available on the HSE and PHE websites should be displayed. Display COVID 19 First Aid Box instructions in Isolation Room.	
15.	Think about social distancing arrangements in corridors and at entrance and exits: Consider using tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the hall.	
16.	Prepare special hire conditions and instruct Hall Managers as to any changes in the Hall's hire policy during re-opening, i.e. which bookings can be accepted, and to provide hirers with a copy of the COVID-19 Special Conditions notice, Risk Assessment and secure poster.	
17.	Consider Marketing and Communications: Ensure the website has up to date information, including special conditions of hire. Advertise availability as appropriate. Ensure answerphone message is up to date.	