



FIGHELDEAN VILLAGE HALL COVID 19 RE-OPENING ACTION PLAN

Source information		Requirements	Actions	Lead
1. ACRE Information Sheet				
	1.1. Planning for re-opening	1.1.1. Minimise contact with individuals	FVH COVID 19 Notice FVH Special Conditions	T & J to display A3 laminated notice and issue special conditions with Booking Form/Hire Agreement. Nobody should be on the premises if they have COVID 19 symptoms in their household.
		1.1.2. Sanitized cleaning requirements	Sanitizer and cleaning products to be provided	Dispensers now installed. J & T to ensure they remain filled.
		1.1.3. Respiratory hygiene	Outlined in COVID 19 general notice Also covered in Special Conditions Face masks should be worn in the Hall	T & J to display A3 laminated notice DH has updated Special Conditions. Catch it, Bin it, Kill it.
		1.1.4. Regular cleaning of surfaces	Outlined in COVID 19 general notice and in Special Conditions	As above
		1.1.5. Maintain social distancing where possible	Outlined in COVID 19 general notice and Special Conditions	As above
		1.1.6. No reopening until all additional safety provisions are in place.	Need Management Committee Agreement	Management Committee
		1.1.7. Hall Managers to emphasize the additional COVID 19 Special provisions to Hirers	FVH Special Conditions	T & J to emphasize additional Special Conditions when taking bookings.
	1.2. Social Distancing	1.2.1.. Social Distancing	FVH COVID 19 Social Distancing notice	T & J to consider guidelines in this action plan when considering bookings.
		1.2.2. Consider size of premises and decide on maximum numbers of each event	Divide to size of the room by 4	T & J to undertake
		1.2.3. Survey regular users in respect of future use	Use FVH Re-opening questionnaire	This should be transmitted by email with appropriate narrative. Tina to produce proposed narrative. To be agreed by Hall Management Committee.
		1.2.4. Consider arrival arrangements by Hirer for attendees	2m ground markers on entrance way. Key container code to be changed on a monthly basis.	J & T. If key container used ensure it is sanitizer before and after use.
		1.2.5. Consider inflow and outflow	In through front entrance out by the rear fire exit. Signage	J & T. Large Entrance sign to be displayed on entrance door. Large Exit sign to be placed on back left had fire exit.
		1.2.6. Consider one-way system	Floor arrows at entrance and exit	J & T.
		1.2.7. Face covering	Should be worn on entry and when proceeding through pinch point areas. Kitchen, toilet and corridors.	J & T. Covered in FVH Special Conditions notice.
		1.2.8. Consider areas of use i.e. move small group clubs.	Move all activities into main hall.	J & T
		1.2.9. Emergency provision	Distancing reduced etc	User may relax Social Distancing in emergency situation. Use sensible precautions.
	1.3. Risk Assessment	1.3.1. COVID 19 Risk Assessment	This is additional measures on top of current Hall Risk Assessment	Included in FVH Special Conditions notice.
	1.4. Cleaning and	1.4.1. Hall Managers to clean in	Provide PPE, cleaning	J & T to source PPE, cleaning

	good Hygiene	between hirers	materials and bags	materials and bags. Record date and time of cleaning and retain records for 12 months.
		1.4.2. Hirer to clean before and after use	Provide PPE, cleaning materials and bags	Hirers to use own PPE J & T to provide cleaning materials and bags.
		1.4.3. Apply for a grant from local authority for PPE and additional cleaning/sanitizer	Apply to local authority	CC to make application
		1.4.4. Ensure Hall stocked with necessary soap, cleaning produces, sanitizer and paper towel.		J & T to source
		1.4.5. Contingency for suspected cases during hire occupation	Designate store next to stage for isolation room. Provide bowl for soap and water for in room. Deep clean after use.	J & T to set up store adjacent to stage as an isolation room for suspect cases of COVID 19. Draw attention to COVID 19 First Aid provision and place FVH First Aid Box notice in isolation room.
		1.4.6. Close kitchen for preparing food.	Hirer to bring their own food and must be in receipt of a food hygiene certificate.	J & T during hire process Hirer if required.
		1.4.7. Washing of clothes after attending a Hall event.	Hirer should encourage all event participants to wash their clothes after each event.,	Hirer – note included in FVH Special Conditions
	1.5. Hiring Arrangements	1.5.1. Additional COVID 19 hiring provisions	Covered in Special Conditions Hire supplement. See 2.3 below.	DH produced Special Conditions notice.
		1.5.2. Factor in additional time between hiring's if necessary.	Where COVID 19 cases reported close for 72 hours.	J & T
		1.5.3. Hirer to provide contact details of all attending event.	Details to include Name, address and phone number	J & T and Hirer Covered in Special Conditions. Contact list to be sent to Hall Managers within 24 hours of the completion of the hire.
		1.5.4. Ensure Hirer is aware of additional provisions by getting them to acknowledge receipt of Special Conditions.	Hirer to sign Special Conditions which are to be attached to Hire Agreement.	J & T and Hirer
		1.5.5. Hirers to be encouraged to seat users side by side or 2 m apart across a table.		J & T and Hirer
		1.5.6. Where possible hall to be well ventilated.	Doors to be left open where possible.	J & T and Hirer
			1.6. Employees	1.6.1. Hall Managers to follow both current and Risk Assessment and additional conditions covered in the Special Conditions.
1.7. Performances	1.7.1. No current stage performances currently in the pipe line.			
1.8. Procedures if someone becomes ill	1.8.1. Isolate those showing signs of the illness		Move to store next to stage	J & T to brief Hirer. COVID 19 First Aid Box instructions to be given to Hirer and displayed in the isolation room.
		1.8.2. Remove those with symptoms from the premises as soon as possible.	Keep those assisting down to a bare minimum.	J & T to brief Hirer
		1.8.3. Terminate event/hire if this happens.	In the unlikely event someone starts to shows signs of COVID 19 the event should be terminated and the Hirer should contact NHS Direct (111) and ask for advice.	J & T to brief Hirer
		1.8.4. Hirer to ensure they have up to date contact details of all attending events then ask them to leave the building.		J & T to brief Hirer Up to date list should be sent to Hall Manager immediately after use.
		1.8.5. Areas used to be shut down for 72 hours after deep clean has taken place.	Hall Managers to wear PPE during deep clean.	J & T
		1.8.6. Refuse	All refuse to be double bagged and isolated for 72 hours prior to disposal in outside bins.	J & T to isolate for 72 hours then place in outside bin. Provide COVID 19 Waste

			Refuse bags to be labelled: "COVID 19 Waste".	labels for isolation room bags.
		1.8.7. COVID 19 First Aid Equipment & Instructions.	First Aid requirements listed on FVH First Aid Instructions	J & T to set up isolation room with appropriate resources as per FVH First Aid Instructions.
	1.9. Re-opening for pre-school	Not applicable		
	1.10. Frequency asked questions.	1.10.1. Will the hall have to re-open when the Government says it can?	No. This is up to the Management Trustees.	
		1.10.2. If an outbreak of COVID 19 is traced to our hall, will the trustees or staff be held liable.	Check with insurers – However provided we can demonstrate we have taken all the necessary COVID 19 precautions in cleaning and adhering to the Hall Risk Assessment there will be little chance of a successful challenge.	JH
		1.10.3. Hire Charge	Hire Charges to remain the same.	
		1.10.4. Can the hall refuse to hire if it's believed social distancing can not or will not be maintained?	Yes	
		1.10.5. When should sanitizer, soap and water or antibacterial wipes be used?	Sanitizer to be available on entrance and exit. Soap, sanitizer and paper towels to be used in the kitchen and toilets. The electric hand dryers are to be disabled.	J & T to place paper towels in all toilets and kitchen. CC to apply for grants.
		1.10.6. Finances	There are grants available for additional PPE and cleaning products.	J & T to source and procure.
		1.10.7. Government guidance and other references?	Not sure how we play this we can publish the links of the Hall Website?	
		1.10.8. FVH Website to be updated	Additional COVID tab to be included in hall Web Site with all customised forms and government links.	RH to update Web Site
2. FVH Instructions				
		Requirements	Actions	Lead
	2.1. Check List for reopening	2.1.1. FVH Re-opening check list	Complete check list prior to re-opening	T & J, DH, JM & RH to consider after Trustee Committee approval
	2.2. COVID 19 Poster	2.2.1. FVH COVID 19 Poster	Poster to be laminated and posted on internal entrance door and updated in non-permanent pen after last clean.	J & T
	2.3. Special Conditions for hire.	2.3.1. FVH Special Conditions for hire.	These are supplementary COVID 19 requirements to be acknowledged with the normal hire agreement. See 1.5. above	J & T
	2.4. Indoor and Outdoor Sports activities	2.4.1. FVH provisions for Indoor and Outdoor sports activities.	Ensure Hall Managers read the FVH updated position on indoor and outdoor sports activities.	J & T
3. Hall Insurance				
		Requirements	Actions	Lead
	3.1. Insurance	3.1.1. Check Hall Insurance for COVID 19 cover	JH checking with underwriters to see validity of current insurance cover	JH
		3.1.2. Hirers insurance cover.	Hirer to consider insurance cover for the event that includes COVID 19 provision.	J & T to follow up with hirer.
J & T – Hall Managers Jackie and Tina DH – Derek Hanson RH – Richard Horner CC – Caroline Cave JM – John Murray				