

Appendix M

NHS Test and Trace QR code

Regulations for the Collection of Contact Details require **every hirer or organisation using a community hall** to comply with the obligation to either collect individual contact details of their participants or ask participants to scan the QR code displayed at the hall.

The hall is expected to register for an NHS QR code and display the official NHS QR poster at or inside the entrance. A hall must also keep records of hirers' contact details. A hall will also need to either collect contact details of participants at their own meetings and events or ask participants to scan the QR code displayed at the hall. Hirers must keep contact details of any participants who do not scan the QR code for 3 weeks after each event.

For practical purposes this means that **the premises** must [register for an official NHS QR code](#) and display the official NHS QR poster, although some hirers may choose to obtain their own code and poster, which they display at the entrance of the room or hall that they are using before their activity starts. For some halls with only a few hirers who are willing to do this, that responsibility could be placed on hirers.

Social Clubs, bars and community cafes must ensure that on arrival every individual either registers using their own NHS QR poster/code or that they take contact details for every individual.

The important principle to remember is that the system is intended to capture information about with whom people have been in **close proximity**, not necessarily very precise details of the place where that contact took place.

Official NHS QR posters can be [generated online](#). Click the links to register and generate a poster. There is more information about NHS QR codes and how to generate them on the [NHS COVID-19 app website](#).

Village and community halls need to reinforce the obligation on hirers to keep records through the Special Conditions of Hire (Appendix E, Clause SC9)

The guidance is at: [Maintaining records of staff, customers and visitors to support NHS Test and Trace](#).

Further points:

1. The aim is that those attending can use the QR code if they wish to do so.
2. Village and community hall committees and managers organising activities at the hall will have to comply, including for their own committee meetings.
3. Community halls with no postcode can use that for the nearest available property.
4. Halls with several rooms in use for different activities will need to consider how to avoid the same code being used for two or more activities happening at the same

- time. This will be covered if hirers have their own QR code for the activity they are running.
5. Organisers of activities can decide how to collect and keep contact details, which should be collected at the point visitors enter the premises if not collected in advance. If on paper it needs to be kept out of public sight and securely stored. People who choose to 'check in' using the official NHS QR code do not also need to provide their contact details. Use of the NHS QR code cannot be made a precondition of entry (individuals have the right to choose how to provide their contact details).
 6. If there is an outbreak associated with a venue, a message will be sent to the relevant app users with the necessary public health advice.
 7. Places of worship, including when the venue is used for community activities, are not included but are strongly encouraged to maintain staff and visitor logs and to display an official NHS QR code poster. Consent should be sought from individuals entering.
 8. If a visitor interacts with only one member of staff e.g., hairdresser the staff name should be recorded alongside the name of the visitor.
 9. A record of all staff working on the premises on a given day, the time and contact details must be kept. This covers anyone providing a service or activity including volunteers. This would include cleaners, caretakers, those working in offices such as Parish Council staff and visiting contractors.
 10. Booking systems can serve as the source of information collected. (Visitors can still scan the official NHS QR code if they wish, to help remind them where they have been if asked by NHS Test and Trace.)
 11. The NHS COVID-19 app is only able to scan official NHS QR code posters. If another QR code system is being used to collect contact details, you should switch to the official NHS QR code system.
 12. If someone does not wish to share their details, entry does not have to be refused but visitors should be encouraged to share their details to support NHS Test and Trace. The accuracy of the information provided will be the responsibility of the individual who provides it. However, entry must be refused to cafes (including community cafes), bars and Social Clubs, when the police can be called if required.
 13. Exempt visits: Details are not required from: A police officer or emergency responder on duty, suppliers or contractors making a delivery or collection, those under the age of 16, if someone does not have the mental capacity to provide their contact details.
 14. **Failure to comply with collecting details and maintaining records is punishable by a fine.** The first fixed penalty is £1,000.

15. Records should be maintained for 21 days then securely disposed of or deleted, unless also collected for another purpose. All collected data must comply with GDPR.
16. NHS Test and Trace or Public Health Officers will ask for these records only where necessary eg if the premises have been identified as the location of a potential COVID-19 outbreak. The name of the person who has tested positive must not be shared with anyone else, so as to respect individuals' privacy. You must share the requested information with NHS Test and Trace as soon as possible to help minimise the onward spread of COVID-19. If you receive a request for information from NHS Test and Trace, this does not mean you must close the hall. NHS Test and Trace will, if necessary, undertake an assessment and work with you to understand what actions need to be taken.
17. If a staff member or visitor tells you they have tested positive for COVID-19, you should tell them to stay at home and self-isolate as soon as possible (along with the rest of their household). You must not share details of who has tested positive and you should not use the information you have collected to contact other people as NHS Test and Trace have authority to do so if required. The NHS may send a warning message to other contacts. If social distancing has been carefully observed the may need only to contact the "rule of 6 or household/bubble" group (if any) with whom the person attended. If you identify that there is more than one case of COVID-19 on your premises, you should contact your [local health protection team](#) to report the suspected outbreak.
18. A poster bearing the same QR code will be required at other entrances to the same premises, such as changing rooms, but not at exits such as fire doors. Clubs providing team sporting activities which have their own premises (eg a pavilion) will need their own poster. A poster is not required for a public toilet serving an outside area such as a recreation field.

Appendix A

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

	Task	Done
1.	Advise the hall's insurers whether/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)	
4.	Carry out or review your COVID-19 Risk Assessment in consultation with any employees, if you have any. (See Appendix F) Provide to hirers.	
5.	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)	
6.	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.	
7.	Discuss with your caretaker/cleaner/contractor 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.	
8.	Ensure the caretaker/cleaner has 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. Contractors should use their own equipment, but an employee should be provided with the necessary equipment.	
9.	Flush through the water system if it has been unused, 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 (place showerheads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum	

	50C. (See Chartered Institute of Environmental Health Officers guidance, link in Section 6).	
10.	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)	
11.	Provide hand wash and drying facilities: Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll, 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.	Provide signage: The certificate that the premises comply with COVID-19 secure guidelines and that people should not enter if they have symptoms should be displayed at entrances (see Appendix C). The PHE posters encouraging frequent, good handwashing techniques and hygiene "Catch It, Bin It, Kill It" available on the HSE and PHE websites should be displayed. (See Section 6). The QR code for NHS Test and Trace displayed (see Appendix M).	
14.	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.	
15.	Prepare special hire conditions and instruct booking secretary as to any changes in the Hall's hire policy during re-opening, i.e. which bookings can be accepted, any changes to charges, and to provide hirers with a copy of the COVID- 19 secure poster. (See Appendices C, D and E)	
16.	Identify designated space for someone with suspected COVID-19	
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.	
18.	Review budget forecast for 2021-22. Apply for restart grant and/or Additional Restrictions Support Grant if required, closing date 30th June 2021.	

Appendix B

COVID-19 Re-opening Questionnaire

Adaptation of document shared by Witcham Village Hall, Cambridgeshire

In order for Trustees to make a robust plan of action in readiness for any proposed opening of Village Halls by the Government, it would be extremely helpful if you could complete and return the following questionnaire by2021. This can either be via email or paper versions can be left at:

Name of Group

Name of person completing form:

Address:

Postcode:

Email:

Home Tel:

Mobile Tel:

Please tick appropriate answer		
1	How likely are you to return to use the hall?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
2	If you wish to return when would you consider returning?	<input type="checkbox"/> April (children's activities only) <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> Later

3	When you return would you wish to hire the hall for normal sessions or would you like something different?	Normal Different
4	Which day of the week do you prefer to hire the hall?	
5	What is your preferred time for hire? Must include time for: <ul style="list-style-type: none"> • set up • pack away time • sanitisation of groups personal equipment stored at hall 	From To
6	Can you be flexible with hire times?	Yes No
7	If only a morning, afternoon, or evening slot available which would you prefer?	Morning Afternoon Evening
8	Which rooms are required? Please note – rooms not required will be secured from entry	Main hall Small room Kitchen Toilets Store
9	Premises equipment needed. Specific numbers will enable efficient use of cleaner's time.	Number of Chairs Number of Tables List specific kitchen equipment Use of dishwasher

10	All equipment stored at hall will need to be sanitised before and after use and will be the responsibility of the hirer to ensure this takes place after every session.	Name of person taking responsibility
11	Will Group require use of Car Park/ garden or field? Please state which area(s)	Yes No
12	Any further comments: -	

PLEASE NOTE:

- a) The hall will be: [thoroughly sanitiser between hires by cleaner] [cleaned once per day by the hall cleaner – regularly used surfaces and toilets] [cleaned thoroughly once a week by the hall cleaner, including floors]. The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire. Sanitiser or soap and water will be available on entry and exit to the hall
- b) Access will only be allowed during the specific time of hire.
- c) Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.
- d) Optional [A group risk assessment will be required for hall usage; a sample is provided]
- e) Isolation facilities will be available in [the changing room area] at back of hall.
- f) Optional [The hire charge of the hall will remain the same as before the outbreak for a period of weeks]. All organisations and groups will be given due warning of any increase in hire charges.

To comply with Government advice, the Village Hall Trustees wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities. A



risk assessment will be available but may be subject to change at any time in line with Government and Village Hall Guidelines.

The Village Hall uses personal data for the purposes of managing hall bookings, finances, events, and publicity.

Please tick box to indicate that you agree to us holding your data for booking purposes

Appendix D The Re-opening of Community Facilities: the practicalities

This Appendix has been revised and updated to reflect Step 4 of the Roadmap to Unlocking.

Community groups need to know when they can safely hold their usual – or a version of their usual – activities and, if so, what conditions will apply, so as to reduce the risk of spreading infection and overcome concerns by more vulnerable people about re-engaging with the community.

The Government's intention is that the nation learns to live with the virus and asks people "to make informed decisions and act carefully and proportionally to manage risks to themselves and others". While legal restrictions no longer apply, Government Guidance will continue to be issued so it is advisable to check the latest versions when issued. The Primary legislation remains in place until September 2021, so it needs to be borne in mind that were a variant of the virus that is resistant to vaccine to spread, further restrictions might be possible.

Step Four: Learning to live with the virus

All legal limits on social contact will be removed, dancing and singing permitted. Restrictions on numbers at events abolished. All activities can now take place.

For village and community halls it has been indicated that all community events and activities and private hires will be able to take place, with risks managed by hirers e.g., through ventilation, encouraging social distancing, hand washing and use of hand sanitiser.

It remains important to respect and be considerate of those who are more vulnerable and who may wish to take a more cautious approach so it will be appropriate at some activities or events that measures (including wearing face masks and social distancing) are taken so that people who are clinically more vulnerable or not yet fully vaccinated can attend. Good ventilation (or holding activities outdoors) is the best means of reducing risk of transmission so it will be important to take advantage of the better weather in order to enable more vulnerable people to enjoy activities with minimal anxiety.

While all use can resume, and smaller events where social distancing can continue to be achieved will be less risky, the questions now likely to arise are around whether, or when, to continue applying reduced capacity limits and whether to require other mitigation measures for larger or more "crowded" bookings eg to charge for additional cleaning afterwards. Reviewing the Covid - 19 Risk Assessment should help arrive at decisions.

Pending issuing of more detailed guidance it makes sense for halls to retain the physical measures already in place (e.g., QR poster, hand sanitiser stations, posters requiring face coverings on entry) and more frequent cleaning of regularly touched surfaces, so that people feel comfortable returning to the hall.

The Covid-secure capacity can be relaxed at Step 4 to a level which feels appropriate for

different types of larger event, bearing in mind for example whether it's an audience seated for a performance (less risky), a wedding reception with people dancing and singing (more risky) and whether provision can be made for the more vulnerable and non-double vaccinated.

At step 4 :

- **All limits on social contact will be removed** (previously groups of 6 people or 2 households indoors, or 30 people outdoors).
- **Music concerts, sporting events, singing and dancing can resume** without any limits on attendance or social distancing requirements.
- **All restrictions on life events will be removed** such as weddings, funerals, and baptisms. There will be no requirement for table service or restrictions on singing or dancing.
- **The legal requirements to wear a face covering will be lifted** in all settings. Guidance will advise that wearing a face covering will reduce your risk and the risk to others, where you come into contact with people you don't normally meet in enclosed and crowded spaces, so **use of face coverings will remain advisable in confined spaces such as toilets, kitchens and corridors and at more crowded events.**
- **Social distancing rules will be lifted** (2 metres or 1 metre with additional mitigations). However, the risks of close contact with others should be considered, particularly if clinically extremely vulnerable or not yet fully vaccinated.
- **Table service restrictions, and distancing between tables, will be lifted** for hospitality venues. Government Guidance will be updated to provide examples of sensible precautions to be taken in risk assessing the situation.
- **Test and Trace will be retained and continued display of QR codes will be advised.** The advice for individuals to get a test if advised to do so and self-isolate if tested positive remains key to reducing transmission.
- People no longer need to work from home.
- Controls for early years, schools, colleges and higher education institutions will be adjusted. **The intention is that children will no longer need to be in consistent groups ('bubbles').**

Government guidance will set out how people can manage the risks to themselves and to others:

1. Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open.
2. Wearing a face covering where you come into contact with people you don't normally meet in enclosed and crowded spaces.
3. Washing your hands with soap and water or using hand sanitiser regularly throughout the day.

4. Covering your nose and mouth when you cough and sneeze.
5. Staying at home if unwell, to reduce the risk of passing on other illnesses onto friends, family, colleagues, and others in your community.
6. Considering individual risks, such as clinical vulnerabilities and vaccination status.

Application of the unlocking to hall bookings

A risk-based approach needs to be taken, bearing in mind:

- the important need to address isolation, loneliness and mental health issues;
- the need to respect and be considerate of those who are more vulnerable and who may wish to take a more cautious approach;
- the need for people who normally earn a living around community facilities to do so.
- While vaccination reduces risk of hospitalization, the virus can still be transmitted and new variants are a cause for concern.

The information below is designed to help people work out **how to arrange activities safely**. It cannot cover every situation and is intended only as a guide to help halls draw up their own policy towards bookings, so that the Booking Secretary knows how to respond to requests and can discuss the appropriate measures. It is not necessary for a hall to accept a booking when permitted if it has doubts as to whether the organizer will supervise the event so that it is conducted safely.

The following should be considered:

- The expected numbers attending and the capacity the hall feels safe for the event?
- Will the organiser be able or willing to ensure people maintain social distancing with vulnerable people?
- What arrangements would be made if more people attend than expected and the event becomes crowded, when ventilation may be lacking and social distancing not possible?
- The likely age of those attending. While most people will have been vaccinated, arrangements should nevertheless be made to provide for a degree of social distancing, especially in more confined areas such as kitchen and toilets. The clinically vulnerable are likely to be particularly cautious.
- Are the organisers willing to clean regularly used surfaces before the event, while it takes place and before leaving?
- Will other organisations be using the premises at the same time, which might create contacts with people other than those who are attending are usually in contact with?
- Organisers may be following guidance issued by their own governing bodies (eg for sports), which may be more specific to their activity and should provide reassurance.
- **Public meetings, Performances and other large, seated events:** It may be helpful that for some meetings they are held as a hybrid event, ie which can also be attended online and hosted/run from the hall by a small number of people.. For large meetings and performances attendees can be asked to use the furthest seat from the entrance first unless hard of hearing, leaving a seat between groups of people on

either side. Handouts can be provided at the end rather than at the beginning.

- **Community markets, an art exhibition, public consultation**, bring and buy sale, fete, produce show: A one-way system could be operated
- **Libraries, book lending schemes and Wifi access:** Users should be asked to clean hands on arrival, regularly if browsing and when leaving.
- **Small events and facilities providing catering:** e.g. coffee mornings, pop-up cafés, luncheon clubs, community cafes. The requirement for a distance of 2m between tables and table service only no longer apply but it may be helpful to set aside an area where this remains in place so that more vulnerable people feel safe. Government Guidance for pubs, cafes and restaurants should be consulted to work out how to run these safely.
- **Playing games at tables:** Slightly larger tables, hand sanitizer, face coverings, new cards, cleaning cards and tiles touched by other players may assist in making older players feel comfortable.
- **Weddings, wedding receptions, birthday parties and other life cycle events:** It is advisable to discuss arrangements with the family : With older or vulnerable guests attending the organizer will need to make provision to reduce risk of virus transmission to them, so the hall's usual capacity not possible unless there is space for a gazebo outside. Children's entertainers can assist with managing arrangements for children. While music and dancing is permitted, organizers should be encouraged to avoid very loud music and a "crowded" dance floor. See government guidance on Places of Worship and on Weddings, and for cafes and restaurants in relation to catering.
- **Social Clubs, bars:** Government guidance for pubs, cafes and restaurants (the hospitality sector) should be followed.
- **Indoor sport and exercise and dancing classes:** Government Guidance for the sector should be followed.
 - **Indoor Performances, Rehearsals, broadcasts:** Government Guidance should be followed.

C. There has been some concern by trustees about responsibilities and confusion about the way different Government Guidance applies.

The following may help:

1. **Trustees** of Village Halls are unlikely to be at risk if they have undertaken and followed a COVID-19 Risk Assessment before re-opening their Halls, unless the activity is on a specific 'banned' list (either regionally or nationally).
2. Risk under the 'crisis regulations' falls to the **event organiser**. If a **hirer, the event organiser**, does not feel the Hall is in a condition that enables them to comply, they should not make the booking.

3. **Trustees and managers of Village Halls** will, of course, want to ensure that their premises make it as easy as possible for both hirers and individuals to comply with relevant Guidance through the provision of adequate handwashing, signage, spacing/capacity guidelines, multiple small tables etc. specific to their Hall. The manner or extent to which managers choose to do this is unlikely to alter the risk for them under the regulations.
4. **Hirers** should commit themselves to operating in a COVID-19 Secure way by following the Government's Guidance in force for their activity. The Government guidance says: "if organising an activity, you should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission".
5. **Trustees and managers** of Halls should follow good practice themselves and avoid creating the conditions for the spread of COVID-19 in their community. For this reason, they will want to avoid letting to any **hirer** where there may be an obvious risk of Guidance being hard to comply with.
6. In order to assure themselves on 4, above, trustees of Halls should ensure **hirers** inform all participating **individuals** that they need co-operate with social distancing and face covering requirements. *The responsibility rests with the **individual** to comply and with the **hirer** (the event organiser) to have carried out a risk assessment and operated the event under COVID-19 Secure guidelines to make it possible*
7. The Government guidance for **individuals** should be followed.
8. **Space requirements may be difficult to determine** in advance of occasional events, whereas for small regular activities this is likely to be less of a problem: Vulnerable people may still require sufficient space for social distancing within their group. Organisers can therefore **ask** whether social distancing is needed, so that when an activity is being booked or people are being seated, sufficient space is made available.
9. Common sense can be applied.

Managing social interactions at Step 4– examples

Activity or Event	How to Manage groups?	Can Face Coverings be removed?
Indoor market:	A steward at the entrance checks whether space is available before allowing entry. One way system.	Yes, but they remain advisable.
Sewing group:	Place tables 1 -2m apart if possible or encourage users to sit at either end of a large table if not with someone with whom they have regular contact.	Yes. Advisable in confined spaces.
Quiz:	Most people attend in family or friendship groups so can be seated at separate tables, 1- 2 m apart. People can be asked to book in advance, and people could join online. At the interval invite people from each table to use toilets one by one.	Yes. Advisable in confined spaces or if working on an item with another person.
Art class:	12 people. The instructor moves round the room, paying attention to social distancing. Attendees	Yes, advisable in confined spaces

	can chat and move within their group during the class and coffee break, but should aim to respect social distancing of 1m unless wearing a face covering.	
Bingo:	If people don't book in advance, someone should show them to a row of seats or table large enough for their group. A 1-2m separation from tables in front and behind is advisable.	Yes, advisable in confined spaces.
Public meeting	Seats placed in forward facing rows eg 8 on each side of a 2m gangway, each group or individual separated from the next group or individual by an empty seat in the row. Someone should be available to help seat people so as to ensure rows fill from the far end first.	Yes, but if closely packed remain advisable except when speaking. Advisable at arrival and on departure and in confined spaces.
Film show (Step 3)	Barns Green Village Hall, Sussex, held 2 shows, with advance bookings in 2020. They can continue separating groups who book by one or two seats, depending on vulnerability, and retaining the seats as the refreshment area would avoid people mixing so that others feel safe.	Yes, but advisable in confined spaces and when arriving and departing.
Wedding reception	The hirer should be asked how the tables should be set out so that vulnerable people socially distance from others. Capacity should be discussed with this in mind.	Yes, advisable in confined spaces
Coffee morning	People attend to socialise with others, and tend to include those who are vulnerable, therefore continuing to provide 2m social distancing between tables is advisable.	Yes,
WI meeting	The age profile may mean that members are particularly cautious so it would be best to assume they would prefer to sit 2m socially distanced from those they are not in regular contact with, and set the room out accordingly, allowing them to move their own chairs as appropriate.	Yes, but the vulnerability of those attending should be considered, so best only removed when seated.

Sample Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you will be provided with a copy.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a COVID-19 test.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than [50] people attend your activity/event in the Main Hall and (15) in the Small Hall, in order that social distancing can be maintained. You will encourage social distancing between individuals or groups is maintained by everyone attending as far as possible, that they observe any one-way system within the premises, and as far as possible observe social distancing of

1m plus mitigation measures such as face coverings when using more confined areas e.g., moving and stowing equipment, accessing toilets. You will make sure that no more than [one] persons use each suite of toilets at one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without compromising social distancing.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you are advised to place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9:

You are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or at least one member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

SC11:

Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should if possible be consumed while seated.

SC12:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is [Committee Room]. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall cleaner on [insert contact no:].

SC14: For events with more than [30] people you will take additional steps to ensure the safety of the public in relation to COVID-19, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: In order to avoid risk of aerosol or droplet transmission please take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16:

Other special points as appropriate.

E.g. Where a sports, exercise or performing arts activity takes place:

[You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity]

E.g. Where a group uses their own equipment:

[You will ask those attending to bring their own equipment and not share it with other members] or

[You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall].

SC 17:

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

Appendix C

Sample Poster

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 10 days** of visiting these premises you must seek a COVID-19 test.
- 3. Maintain social distancing as far as possible from anyone you do not have regular contact with:**
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. Face coverings SHOULD be worn** in confined areas (eg toilets, corridors) unless an exemption applies to a person (eg for health reasons, those aged under 11) and you are encouraged to wear them at a busy or crowded event if the organizer asks you to do so, so as to protect more vulnerable people.
- 7. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/cannot] clean all surfaces at the hall between each hire.
- 9. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 10. Keep the hall well ventilated. Close doors and windows on leaving.**

**This hall was last cleaned at [insert time]
date]**

am/pm/eve on [insert

Appendix G

Sample COVID-19 Risk Assessment for hirers of Village and Community Halls – July 2021

This sample document can be used as a guide to help your hirers produce their own COVID-19 risk assessment for use of your hall. Please be prepared to help them complete it in the light of your own premises. It is intended as a supplement to a group's ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Managing Social distancing especially for people attending who may be vulnerable.	People do not maintain social distancing. People who attend in groups mingle or mix with other groups, which may worry them. Risk of virus spread to those attending whole activity, instead of a small group.	Advise all attending they should observe social distancing as far as possible and use any one-way system. Adopt layout advised. Limit numbers using toilets at once. Advise those in groups of the need to avoid mingling with others they do not usually meet.	Ask people to BYO food and drink? Allow older people time to use toilets without others present. Avoid raised voices or loud music. Avoid "crowded" dancing or activities.
Respiratory hygiene	Transmission to or from other members of group.	Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. Face coverings to be worn in confined areas or with vulnerable people.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used at end of hire.

Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	

Appendix I

Help Keep this Playground and Play Equipment COVID-19 Secure

This Playground is not supervised, and equipment is not regularly cleaned.

- **Do not use this equipment if you are unwell.**
- **Parents/Carers: Use hand sanitiser or wipes to clean your children's hands before and after use.**
- **Do not touch your face. Remember to cough or sneeze into a tissue. Take tissues home or put them into the bins provided (use an arm if a tissue is not available).**
- **Families with clinically vulnerable members: Do NOT use the equipment without first cleaning it.**

Appendix H

Covid-19 First Aid Box

Contents list kindly provided by Ashenground Community Centre, Sussex

- Face mask (covering) & pair of plastic gloves x 2 – each set in a plastic bag (for responder and patient)
- Plastic face shield – for the responder
- Pocket pack of tissues
- Hand soap in pump dispenser
- Small hand sanitiser gel
- Disposable apron e.g. plastic sleeveless or cheap overalls
- Small packet anti-bacterial wipes
- Rubbish bags x 2 (so disposables can be double-bagged). The outer one marked e.g. "Covid waste".
- Washing up bowl for handwashing

A plastic chair has been placed in the isolation space with a notice above. Laminated instructions for how to respond are attached to the box and a laminated copy of this sheet is in the box.

All hall users are made aware of this box when they first use the facilities.

Appendix L

COVID-19 treatment plan

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should:

- a) Send them home immediately.
- b) Ask other members of your group to provide their contact details if you do not have them.
- c) Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions.
- d) Advise them to launder their clothes when they arrive home.
- e) Inform** *insert name and contact number*.
- f) If the unwell person needs to wait for a lift: -
 - (1) Remove them to the safe waiting area, which is *insert details* – a chair and washing bowl should already be there.
 - (2) Put on a mask, face shield, gloves & apron to protect yourself.
 - (3) Provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels
 - (4) Once they have been collected: -
 1. Remove gloves, apron and face mask to the rubbish bag*
 2. Leave face shield on top for disinfection
 3. Wash your hands for at least 20 seconds with warm soapy water
 4. Wait for *insert responsible committee member* to arrive.
 5. Once home - launder all your clothes and wipe down disinfect your car

*Note that the waste should be double bagged and kept for 72 hours before being collected.

Appendix F

Sample COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2021

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Despite Step 4 and the associated unlocking, 2m social distancing should be encouraged in less well ventilated spaces and to protect vulnerable people so where not possible 1m plus mitigation measures or a waiting system or signage is encouraged e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Discuss situation with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p>Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall</p>	<p>Risk is people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle.</p>	<p>Adjust hire conditions to cover this. Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may continue to be needed eg to seating arrangements.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements but to encourage respect for other people. Avoid raised voices or loud music so that people have to shout to be heard.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	

	<p>Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Provide hand sanitiser. Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched less of a risk.</p>
<p>Upholstered seating</p>	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</p>	

<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc.</p>	<p>May provide a “kettle point” to avoid two groups using the same kitchen.</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.</p>

	Cooker/Microwave	Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink.	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	
Changing Rooms	Outdoor toilets can be opened but it is not compulsory.	If opening changing rooms or outdoor toilets, establish frequency of cleaning and provide signage	See Government Guidance for councils on opening public toilets
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 1 or 2 seats between groups. Cash payments/donations to be handled by one individual wearing gloves.	See Appendix J 10.
Playground, Play equipment and Outdoor gym equipment	Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives. If remain closed children have been/are likely to ignore notices/climb	Sun and rain reduce the risk by reducing the period over which the virus remains active. Erect advisory notices in accordance with Government guidance on re-opening Playgrounds. See	See Appendix I for sample notice, adjust to suit.

	<p>fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.</p>	<p>Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</p>	
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