



Claygate Village Hall Association

GUIDANCE NOTES FOR HIRERS USING CLAYGATE VILLAGE HALL.

1. Face coverings are required in line with government regulation when in the Hall.
2. Activities have to be run observing social distancing guidelines – currently 2m between individuals or members of different households.
3. You must regularly remind people not to attend if they are showing COVID symptoms or required to isolate.
4. You will need to clean high frequency touch points at the beginning and end of your hire. (We cannot clean between hires, although will clean regularly.) We will be allowing 30 minutes between hires so that you can do this.
5. You will not be able to access your hire area until the previous hirer has left.
6. You will need to provide your own 1st Aid Kit, black rubbish sacks, PPE in case of dealing with a suspected case, and gloves for cleaning.
7. You should place black sacks in the rubbish bins associated with your hire at the beginning of your hire and empty the bins at the end of your hire into the main rubbish bin in the car park.
8. There is an isolation room available for a suspected case.
9. You must promptly advise the Hall Manager and the Lettings Manager if you have a suspected case of COVID-19 attending your hire so that we can arrange a decontamination clean.
10. Defects should be reported by email.
11. Our accident form is available from the website for you to print out and fill in.
12. You will be issued with a window key to open windows for ventilation during your hire. You must close and lock windows at the end of your hire, cleaning the handles as you go.
13. Some areas of the Hall are closed and should not be accessed. Other areas have been restricted to one person accessing at a time.
14. You should clean anything you bring into the hall before you arrive and again when you leave. Items stored in the Hall should be cleaned before being returned to storage.
15. You will be allocated a toilet for your hire. You should ensure this is used by your attendees, unless they need to use the disabled toilet, which will be shared by all Hall users.
16. Only those directly attending your group should enter the Hall. Parents should remain outside the Hall. Doors should be kept on “1-way” to control entrance. Ensure you always have your key when leaving the Hall.
17. You should run your activity in line with guidance issued by the government and any guidance issued by your governing body.
18. You should use cashless payment systems for your classes.
19. If you are running a number of classes, one class should leave before the next enters, you will need to clean touch points between classes and attendees should line up outside as indicated until you are ready for them to come into the hall. Attendees should arrive already changed. Please consider congestion in the car park when planning your class times, and leave suitable gaps between classes.
20. All curtains and chairs will be removed from the Hall. If you need chairs please take these from the rear of the chair store marked “Chairs available for use”. After use please place the

chairs underneath the notice showing the day of the week on which they have been used.
(Our chairs cannot be wiped down so have to be quarantined for 72 hours between uses.)

21. If you store items in the hirers cupboard these must be kept on shelves.
22. Please ensure / remind all attendees use clean their hands using hand sanitizer on entry and exit from the hall, and on entering the toilets, and to wash hands after using the toilets.
23. Avoid activities where people have to unduly raise their voices.
24. Laundering of clothes worn to an event in the hall further prevents spread of infection and could be recommended in notices or information.
25. You must keep a record of all attendees at your event for 21 days in case of contact by Test and Trace.
26. You should check for lost property at the end of your hire and retain it for return to its owner.
27. No pushchairs or similar to be left in the foyer – they should be outside the building or in your hired space.
28. Ensure fire exit doors are closed when leaving the premises.
29. Entrance and exit to be as follows:
 - a. Main Hall – Entry via Foyer, exit via fire escape into car park. Queue in front of building.
 - b. Small Hall – Entry via foyer, exit via fire escape. Queue in front of wall with noticeboard.
 - c. Committee room – Entrance and exit from car park. Queue along committee room wall towards rear fire escape doors.

These guidance notes are based on the COVID-19 Risk Assessment for Claygate Village Hall