**West Lavington Village Hall**

Covid – 19 Reopening

Guidelines for Hirers and Visitors

Revision 0 Updated 14/7/2020

**Welcome** .

Welcome to our village hall, we are pleased to be able to welcome back our groups after a prolonged closure. To help you use the hall as we reopen still with restrictions in place, we have created these guidelines to help you stay safe in our hall.

The most important point we must make is that each hirer has to be sure their group can operate safely within the hall. Government guidelines state:

***Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.***

Our guidelines are here to help you do that and these should be used together with our Risk Assessment and Risk Assessment Principles.

* Our policy is that social distancing is 2 metres
* Maximum occupancy is 30 in the Main Hall and 5 in the Giles room
* On entering and leaving, we ask everyone, to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available.
* Our Kitchen and tea/coffee stations are closed. If your group require refreshments please ask them to individually bring their own.
* Our Toilets are 1 in and 1 out single occupancy
* For each event the names, addresses and telephone contact details for everyone attending must be collected and given to a hall member of staff. These will be retained for 21 days to follow NHS Test and Trace requirements and then destroyed.
* Anyone with any symptoms of general illness and especially those with Covid symptoms must not enter the hall under any circumstances.
* Whilst older and/or vulnerable people are always welcome here, we do recommend that they do-not come to the hall until government guidelines are relaxed.
* We reserve the right to close the hall at short notice if we are informed of a Covid infection by NHS Test and Trace