

**Northall Village Hall**

**COVID-19 GUIDANCE FOR NON-REGULAR USERS**

*(This Guidance is mandatory and supplements  
NVH's normal Conditions of Hire until further notice)*

*Issue No.2 supersedes Issue 1 (10.8.20) following further Government advice*

1. You will be expected to carry out a written Covid-19 Risk Assessment and your proposed actions for mitigating those risks. You will need to let the Bookings Secretary have a copy of this before your booking.
2. You will need to maintain a contact register of everyone who attends your function and retain this for a minimum of 14 days for Track & Trace purposes.
3. The maximum number of people in the hall is limited to **15** (25% of the normal maximum), **unless** your risk assessment, covering your specific activity, allows for more whilst meeting Government Guidance on social distancing. The Bookings Secretary will make the decision on this.
4. You must organise your booking so that 1m+ social distancing is maintained at all times.
5. You will need to sanitise all your equipment before and after your booking.
6. You will be expected to use sanitising wipes to clean all the contact points you and your guests might touch during your use of the hall (e.g. gates; door handles; chairs; tables; kitchen surfaces; wash basins; toilet seats; hand dryers etc) before your booking starts, and all the surfaces actually touched after your booking has finished.
7. There will have to be a minimum of 1 hour between bookings.
8. You would only be charged for your normal booking hours. Your sanitising regime would be carried out in the ½ hour before your booking started and in the ½ hour after it had finished. This is why there has to be a minimum of 1 hour between bookings.
9. Blue paper towel and Sanitising spray will be available in the entrance lobby for use as wipes. After use they must be placed in the bin and the contents then taken away at the end of your hire.
10. All your guests will have to maintain social distancing when entering the hall through the main entrance.
11. The Hall Committee will provide a sanitising dispenser in the entrance lobby.
12. All your guests will be expected to leave the hall via the rear emergency exit door.
13. The Hall Committee will provide a sanitising dispenser in the rear lobby.
14. There will be a Covid-19 notice on the door to the Gents & Ladies toilets asking for only one person at a time to enter the toilets.
15. You and your clients will be expected to bring their own drinking cups/glasses etc.
16. You are responsible for taking away and disposing of all rubbish when using the hall. This includes the bins in the entrance lobby, kitchen and toilets.
17. Whilst the Government's Covid-19 Guidance remains in force, the Northall Village Hall Management Committee regrets that it will be unable to hire out Crockery & Cutlery, Soft Play equipment and the Games Box.

18. Face coverings are required to be worn in the hall unless your activity or members of your session are exempt. It is your responsibility to check the latest government advice in this respect (see [www.gov.uk](http://www.gov.uk) - Face coverings: when to wear one and how to make your own).

19. Fresh air circulation: At least 2 windows on each side of the hall must be opened-in to the vent position and closed when leaving the hall. All the small windows in the toilets have been opened and locked in the vent position.

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*A note from the Bookings Secretary*

*For those of you who may not have any experience of preparing a risk assessment, please let me know and I will send you a **Sample COVID-19 Risk Assessment for Hirers of a village hall**. Please bear in mind that this is an example and you will have to cover your own specific risks and mitigations.*

*The hall will continue to be cleaned every Monday morning, but no other cleaning or sanitising will be carried out by the Hall Committee. You will therefore be responsible for your own sanitising as well as leaving the hall clean and tidy as normal*

*To help you work out how many guests you could fit into NVH for your specific function and maintain the appropriate social distancing, the size of the hall is 8.7m long x 7.3m wide. Other useful information, such as the size of tables etc can be viewed at <https://www.edlesborough-pc.gov.uk/media/1639/nvh-faqs-why-you-should-consider-hiring-northall-village-hall-nov-19.pdf>*

*For your information, I also attach a copy of the NVH Risk Register.*

*You and your guests will need to wear face coverings when you're inside the hall unless individuals are exempt.*

*You will probably need to include in your plans your arrangements for identifying any guests with preconditions and what you would do if someone was taken ill.*

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