

Toller Porcorum Village Hall

Covid-19 Safety Requirements for Hall Hirers and Event Organisers

May 2021

Your Duties

It is the duty of the hirer/event organiser to assess the risks in relation to their individual event and to ensure that all participants are aware of the procedures that must be followed to mitigate those risks.

If it is not possible to mitigate the risks in accordance with official government rules and any specific guidance from an official representative body then the event MUST NOT proceed.

Event organisers MUST keep a written record of the names and contact details for all participants in case it is necessary to contact them after the event. In addition:

- Participants must use the QR code on arrival (on the front door)
- Event organisers MUST make it clear to all attendees of the need to report any COVID-like symptoms that arise post-event to the event organiser
- Event organisers MUST report any such occurrence to the village hall booking secretary immediately and MUST commit to notify all other attendees of the need to respond as per government guidelines (to self-isolate for 10 days at time of writing).

The event organiser MUST provide details of their event and their risk assessment before the event takes place. Details must be provided to the village hall booking secretary at least 48 hours before the event is due to take place.

The Hall trustees reserve the right to refuse any new booking or to cancel any existing booking if they are concerned that the risk assessment may be unsatisfactory or that social distancing may not be observed. Any payment already received will be refunded.

It is the responsibility of the event organiser to ensure that government rules and guidance are followed by all participants in relation to social distancing.

It is the responsibility of the event organiser to establish whether any participants have experienced Covid-19 symptoms prior to the event and should be asked not to attend.

It is the event organiser's responsibility to provide any Personal Protective Equipment (PPE), unless participants provide their own, and to ensure it is used as required by government rules and guidance.

It is the responsibility of the event organiser to leave the hall clean and tidy after the event and to take all rubbish including used PPE etc away with them. Blue paper towel used for table cleaning can be left in the bin provided.

All participants must observe the signage placed for the benefit of hall users.

Use of Facilities

The Trustees of Toller Porcorum Village Hall have carried out their own risk assessment and in order to enable appropriate events to take place they have provided the following facilities to Hirers of the village hall:

- Hand sanitiser – wall mounted dispensers located at the entrance (external), within the entrance hall and inside the entrance to the main hall
- Toilet – Disabled toilet only available. Ladies and gents not to be used. Paper hand towels, soap and hand cleaner are provided. Used towels to be placed in the bins provided.
- Tables and Chairs – to be taken from the designated area.
- ALL equipment in the store cupboard, once handled, whether used or not, MUST be removed and left in the designated 'dirty' area for re-sanitising.
- Before leaving, all table, chairs and hall equipment MUST be wiped clean using the diluted detergent (spray bottles) and blue paper towel roll on the table inside the main doors. Used towel must be left in the bin provided or taken away:
 - Do not use sanitising solutions to clean equipment
 - Hall staff will disinfect used equipment before returning to the store cupboard.
- After the event please place all used equipment in the designated area in the main hall, ready for disinfection. Do not put them back in the store cupboard.
- The kitchen, committee meeting room and ladies/gents are not available for use until further notice.

The Trustees reserve the right to make an additional charge for post-event cleaning where it considers it necessary.

These terms shall form part of the hire conditions set out in the Booking Terms which can be found at www.tollervillagehall.co.uk.

Trustees of Toller Porcorum Village Hall – May 2021