



AYNHO VILLAGE HALL

a facility for our community

Registered Charity Number 1023116

AYNHO VILLAGE HALL PROCEDURES AND

HIRER RISK ASSESSMENT

All users of Aynho Village Hall do so at their own risk. We will provide cleaning materials, signage and conduct regular cleaning but each organisation booking or hirer of the facility is responsible for their own safety and that of their users.

Users should continue to socially distance from those they do not live with wherever possible. If partaking in a formal activity, including activity clubs, youth groups and support groups, users of community facilities should limit their social interactions with anyone they do not live with outside of this activity. **It is important for people to maintain social distancing and good hand hygiene when visiting and using community facilities.**

Capacity and Use

- Theatre style works out at 4 rows of 4 = 16. This also applies to any classroom use.
- Activity classes such as pilates and line dancing would have maximum capacity of 8.
- Other activities are asked to enquire individually for permission to use the hall and to inform the bookings secretary of their social distancing procedures. The AVH Management Committee reserves the right to decline bookings for activities they deem contravene government guidance.
- Committee Room is out of use except for special meetings of 4 people or less.
- Social engagements/gatherings should not exceed 30 people and should where possible maintain social distancing.

Covid 19 Procedures and Guidance

1. Toilet access is one in one out. Door signs will emphasise this.
2. Face masks must be worn at all times by all users of the hall.
3. Hand sanitiser dispensers will be provided in each toilet and at each door.
4. The kitchen will be closed and should not be used.
5. It is the duty of the hirer to clean on arrival and departure any surface they have touched. To include toilets, door handles etc.



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6. Fabric chairs should not be used. If seating is required the plastic chairs kept in the cupboard by the gents toilet are to be used and these should be cleaned after use.
7. Curtains should be left open and not touched.
8. Booking times should be adhered to and **please do not arrive early** as this may encroach on any other groups cleaning time. Booking times may need to be adjusted to allow for cleaning. **We have allocated an additional 30 mins prior and post your booking time to allow cleaning of the facilities for the hirer/users safety.**
9. Our normal cancellation terms will remain but the Management Committee may alter these to comply with any new restrictions or guidance.
10. **Each hirer (the person being billed or main contact) is asked to record the name and contact details of each visitor** to the hall and to keep this information for a minimum of 21 days after each booking event. If any visitor should report Covid-19 symptoms following use of the hall, the hirer should inform the bookings secretary as soon as possible.

Hirer 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. Your group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to CLEAN regularly used surfaces BEFORE, DURING AND AFTER hire e.g. tables, sinks, door and toilet handles.	Sanitiser sprays and cloths will be provided but you may wish to bring additional cleaning items.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise users they must comply with social distancing as far as possible and use our one-way system. Adopt layout and procedures outlined by AVH.	Kitchen will be closed.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues and ask all to dispose	Bring bring tissues and hand sanitiser. Remember to empty any bins used at the end of your session.



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		into a bin or disposable rubbish bag, then wash or sanitise hands.	
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.	AVH has provided 5 sanitiser stations.
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 AVH booking secretary.	Ensure you note contact details of all hirers to assist Test and Trace procedures.

I have read the above procedures and agree to abide by them.

Signed..... Name:

Date:.....