

Re-opening questionnaire.

In order for the Trustees and Committee to make a robust plan of action in going forward with re-opening of the Village Hall, it would be extremely helpful if you could complete and return the following questionnaire before the end of September.

Name of Group _____

Name of Covid leader for group _____

Contact details of above _____

1. How likely are you to return to the Hall?
2. When would you consider returning?
3. Would you be returning for normal sessions or require something different?
4. Which day of the week would you prefer?
5. What is your preferred time?
This must include time for setting up, packing away and sanitising touch points.
6. Can you be flexible with times?
7. Which rooms are required?
8. Premise equipment needed?
Number of tables
Number of chairs

9. All equipment stored at Hall will need to be sanitised before and after use. This is the responsibility of the hirer.
Name of person responsible.

10. Any further comments.

PLEASE NOTE.

The hall will be thoroughly cleaned once a day by the caretaker. The hiring group will be responsible for cleaning the surfaces used regularly during and at the end of hire.

Sanitiser will be available on entry and exit of the Hall.

Access will be allowed ONLY to rooms being hired and at that the specific time of hire.

Persons waiting to collect hall users should adhere to social distancing at the entrance to the building or remain in the vehicle.

A risk assessment template is included in this pack.

The hire charge is as been previously agreed. All groups will be given ample warning of changes to that.

To comply with Government advice, the Village Trustees and Committee wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities. A risk assessment will be available but may be subject to change at any time in line with Government and Village Hall guidelines.

The village Hall uses personal data for the purposes of managing bookings, finances and events. Please indicate your consent on this.

Covid-19 First Aid Box.

- Face mask and pair of plastic gloves x 2.
Each in plastic bag. One for patient. One for responder.
- Plastic face shield for responder.
- Pocket pack of tissues
- Hand soap in dispenser
- Hand sanitiser
- Disposable apron for responder
- Antibacterial wipes
- Rubbish bags x 2 so disposables can be double bagged. Outer bag to be marked "Covid waste"
- Washing up bowl

A plastic chair in back kitchen for isolation purposes labelled "Covid".

All group leaders to be aware of this box and procedure.