

Reopening of Berwickshire Village Halls

Additional Hiring Criteria

Introduction

When your village hall reopens, it is important that all those entering the building abide by all the appropriate safety measures to help prevent COVID-19 infection. It will be necessary therefore to set some additional and specific criteria for all users of your hall. You may want to publish these as a separate set of criteria/rules of hire, or add them to your existing criteria/rules of hire.

The following is not designed to be an exhaustive list, but has been written to help you agree upon criteria relevant to your circumstances. It should be amended as necessary to fit with the outcome of your COVID-19 risk assessment.

Suggested criteria for event organisers and hirers

1. Organisers/hirers must make it clear to all potential attendees of their group or event that no person must enter the hall if anyone in their household has symptoms of coronavirus (COVID-19). They must also inform their attendees that if they develop COVID-19 symptoms within 10 days of visiting the hall, they must immediately alert NHS Test and Protect.
2. Organisers/hirers must conduct a COVID-19 risk assessment of their event, outlining any additional COVID-19 safety measures they intend to take other than those already required by the hall, and share this with the village hall at least a week before the date of their booking. This should include information about, and steps to be taken to protect those attendees from groups considered particularly vulnerable to COVID-19.
3. Organisers/hirers must ensure that every member of their group complies at all times with COVID-19 safety measures as directed by the village hall. Specifically, everyone must sanitise their hands upon entry, obey the 2 metre physical distancing instructions, disinfect surfaces and equipment at the end of their session (see below) and practice good personal hygiene.

4. Organisers/hirers must ensure that all attendees at their session record their contact details, entry and exit time in order to comply with the Test and Protect provisions.
5. At intervals of (insert time) and at the end of the session, organisers/hirers must ensure that all surfaces in the room(s) used (table-tops, chairs, shelves, door handles, window handles, etc.) including the toilets, are cleaned with the disinfectant provided.
6. Any equipment stored at the hall and used by the members of your group must be cleaned at the end of the session with the disinfectant provided; and then returned to storage.
7. Where or when requested to do so by appropriate signs, a face covering must be worn.
8. Activities that are considered high risk by the village hall; and activities that are not yet permitted by the Scottish Government's Coronavirus (COVID-19) route map, shall not be undertaken by anyone within the hall. Examples of these are:
 - Live concerts and performances (including singing, drama and comedy shows)
 - Rehearsals for any of the above
 - Choir practice and other singing events
 - Band practice
 - Discos and other forms of dancing
 - Yoga, Pilates or similar activities (not before 31 August)
 - Non-contact indoor sport or gym activity (not before 31 August)
 - Indoor contact sports
 - Children's soft play
 - Receptions with more than 30 people; or less if physical distancing cannot be guaranteed
 - Parties

(Please note: We will review and amend this list in accordance with updates to the Scottish Government's Coronavirus Route Map, but the hall reserves the right to refuse any activity that it considers to be of high risk in relation to COVID-19)

9. If the organiser is to provide food and drink at the event, they are to provide their own provisions, cups, plates and other utensils etc.

10. Where possible, organisers/hirers should maximise the ventilation in the room being used by opening windows

11. Any serious breach of physical distancing rules, or of any other COVID-19 safety measure must be reported to the village hall management.