

Guidance on Hosting Film Shows

Introduction

As of 2 November 2020, Scotland has a system of Protection Levels which provide different restrictions on what is or is not allowed to help control the virus.

Under Protection Level 2, a village hall is able to host a film show provided appropriate safety measures are taken (see below). However, under Protection Level 3 and above, showing films is not permitted.

At the time of writing, Scottish Borders is in Protection Level 2. This document looks at what is required by village halls and organisers to run film shows.

What steps are needed to comply with Level 2?

While the village hall will have a risk assessment covering the premises and general aspects of the hall's use, the organiser should also assess any risks that are presented by the very nature of the activities they are planning to run; and share with the village hall details of the safety control measures that they will be applying.

Attention must be given to physical distancing, face coverings, personal hygiene, ventilation, waste disposal and cleaning of surfaces and equipment after use. Also, due to official guidance on travel, organisers should not seek attendees for the event from anywhere with a higher protection level.

Room layout and capacity

Seating should be set out, facing forwards only, and spaced to allow at least 2 metre physical distancing between individuals of different households. Avoid any layout that creates pinch points. If necessary, arrange for someone to seat people, rather than allow individuals to linger while they choose their own seat.

Total capacity for the event must be agreed in advance so that physical distancing is maintained.

Cleaning

Frequent touch points, chairs, tables, door handles etc should be identified and cleaned before and after each film event. Handling of film equipment should be limited to one or two individuals; and it should be cleaned before being brought into the hall, and then again afterwards. All cleaning should

be with a disinfectant product. For more information see the separate guidance on the [Bavs website](#).

Entry to the hall

Where possible, try to avoid pinch points. This may require someone to supervise a queuing system outside of the hall, providing for 2 metre physical distancing. Hand sanitiser should be provided for each person who enters.

Test and Protect

It is essential that contact details are taken for all households attending the event. It is advisable to display a Test and Protect poster to explain the purpose of such data collection, and to meet the hall's requirement to provide a privacy notice. A copy of the official poster can be downloaded from the [Bavs website](#).

Face coverings

Everyone should wear a face covering before, during and after the show unless they have a medical exemption. Clear signage should be displayed at the entrance.

Toilets

These should be subject to the relevant safety considerations. This means ensuring physical distancing, increasing cleaning frequency, and cleaning with a disinfectant rather than a detergent. For detailed advice, please see separate guidance on the [Scottish Government website](#).

Food and drink

The hall committee should decide whether or not to allow the consumption of food and drink. If allowed, attendees should be asked to bring their own refreshments; and take away their waste afterwards. Sharing between households of food or drink prepared at home should not take place. Face coverings can be removed temporarily when seated only for the consumption of refreshments; but must be worn again immediately afterwards. (Note. given the different rules for hospitality, it is not possible to combine a film show with a hospitality event).

Ventilation

The virus spreads more easily in enclosed rooms. Consideration should be given, where possible, to increasing the flow of clean air through the building.

Intervals and exit

If an interval is held, individuals can stand and move around, but they must respect physical distancing at all times. If anyone leaves the building, then they should use hand sanitiser again on re-entry.

When the film show is over, arrange for individuals to leave in an orderly manner, with someone managing the process if necessary.

Training and induction

Organisers must be fully aware of the safety measures needed and ensure all event volunteers are given induction in order to:

- help demonstrate commitment to taking the risks of COVID-19 seriously.
- build confidence that all attendees will be safe.
- reinforce responsibilities.

It will be important to inform all attendees of what is required in order to maintain physical distancing, particularly during any interval; and the orderly exit that will be required at the end of the event.

Film clubs

Organisers can hold meetings in a hall to plan film shows but must comply with all safety measures set out in the village halls COVID-19 risk assessment.

Further information

There is a wide range of information relevant to village halls on the [Bavs website village halls page](#). Additionally, information about protection levels and all official guidance can be found on the Scottish Government's website page: [Coronavirus in Scotland](#).