



Preventing the spread of COVID19

2. Village Hall Clients

In order to mitigate risk of the spread of the COVID19 virus, the Tynninghame Village Hall Committee has developed a series of 5 guidance documents, including a risk assessment to assist employees, hall users and volunteers. These can be downloaded from the Village Hall website <https://tynninghamevillagehall.org.uk/>

The following are a list of requirements for those individuals who rent the Village Hall for personal, community or commercial purposes.

Anyone who contracts with the Village Hall for the purpose of providing an activity that involves members of the public attending the premises must provide a written document that sets out how the client will mitigate the risk of spreading the COVID19 virus. At minimum this document must contain:

- details of specific cleaning requirements pre/post event
- information for attendees on any restrictions imposed during the time of the booking (eg 2m social distancing, number of attendees permitted)
- Information on use of and disposal of items such as paper cups, wipes etc
- Information on recommended best practice eg hand hygiene, wearing of face masks
- a process for recording attendees and their contact details

In addition, the client must ensure good communication with the Hall Keeper and report any concerns promptly, or in his absence to a member of the Village Hall Committee.

A copy of the written document will be held for future reference by the Village Hall Committee along with confirmation that they have read and accept the Terms and Conditions.