



Tynninghame Village Hall

Hall client

Specification requirements to prevent the spread of Covid -19

In order to mitigate risk the Village Hall Committee has developed a series of documents including a risk assessment to assist employees, hall users and volunteers during the current Covid-19 Pandemic.

The following are a list of requirements in addition to any previously stated needs for those individuals who wish to hire the hall for commercial purpose.

Each individual, group or private entity 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 procedural document that meets with the Hall Committee approval, at minimum this document must contain :-

- detail of any specific cleaning requirements pre/post event
- information for attendees on any limits imposed during this time
- Information on use of and disposal of items such as paper cups, wipes etc
- an indication of recommended best practice e.g wearing of face masks
- a process for recording and storing contact details of those attending

The contracted user, in addition, must ensure robust communication with the Hall Manager and report any concerns promptly to him or in his absence to a member of the Hall Committee.

A copy of each clients procedural document along with confirmation that they have read and accept the terms will be held for future reference by the Hall Committee .

Documents

- 1.Hall risk Assessment Covid-19 August 2020
- 2.Hall user specification (this document)
- 3.Cleaning & sanitising schedule for events
- 4.Cleaning Guidance
- 5.Sample contact tracing form

Copies of all the above documents can be found on the Tynninghame Hall web site