

Danehill Memorial Hall



Since 1921

August 11, 2020

Dear Hall user,

Danehill Memorial Hall Re-opening

As you will have seen from the Chairman's recent announcement in the *Parish Magazine*, we plan a phased re-opening of the Hall from September 1, 2020. We are delighted to welcome you back to the Hall, and are determined to do everything to ensure a safe return to the Hall.

As Managing Committee of the Hall, our responsibility for the safety of users, our staff, and our community means we need to handle the risks of re-opening post Covid 19 very carefully. This issue is complex: each user presents a different risk profile and statutory requirements are a moving target (likely to continue to change quickly and significantly, for better or worse over time). We can only guarantee such safety, with your full co-operation.

1. ACTION PLAN

The following Action Plan has been agreed by the Committee.

Regulation/Guidance

DMH to continue to monitor closely requirements of the Government/local authorities/our Insurers, the advice of ACRE (Action with Communities in Rural England) and to undertake peer reviews of other local village halls. Consultation by users of their own regulatory authorities and, where applicable national associations is important (e.g. NAKMAS for Karate).

Access to the Hall will only be allowed during the period of hire, other than by prior appointment

Maintenance inspection: The DMH Fabric Officer in addition to his weekly maintenance visits during lockdown will check all DMH systems prior to re-opening, in accordance with insurers' protocols.

Cap on numbers in DMH premises at any one time: 40, including further sub limits in side rooms. i.e. Committee Room 10, Kitchen 4, Entrance Hall 3, and WCs, 2 in each suite.

Lay-out: Entrance will be via the door facing towards Oak Tree Cottages, exit via the door facing the Church (except for the Badminton Club, who will enter and exit via the former)

DMH cleaner: the Chairman will discuss with her the risks and mitigations proposed in the Risk Assessment (as required by HSE).

Risk Assessments to be completed by DMH and Users respectively.

Posters/other signage: Posters: (e.g. Help Keep this Hall Covid-19 Secure, and Coronavirus Stay Alert to Stay Safe) and signage: (one-way traffic, Entry and exit signs will be displayed in the Hall.

Hygiene supplies: DMH will provide their own PPE, plus sanitisers, wipes, sprays, soap etc. Users will be required to provide their own PPE. Additional requirements apply to Ashdown Café.

Face coverings and Social Distancing: DMH and Users are requested to follow current government legislation. All visitors, apart from children under 3 and those with reasonable cause, e.g. those with a health condition, disability, physical or mental impairment, to wear a face mask, scarf or other covering. Not all exemptions are visible, so Users are asked to be understanding of, and sympathetic

to, others without face coverings. It is not expected that face coverings will be worn when and if Social Distancing is being observed.

Liaison: If possible, a DMH Committee member will visit each 1st user event post lockdown, to ensure everything is running smoothly and to answer any queries.

Examples: Historical Society: John Older, Pilates: Sarah Norton, TNT/ICE: Malcolm Burwood.

Special Conditions of Hire Relative to Covid-19: to be issued (see below).

Isolation facilities: the Committee Room, will include a dedicated plastic chair and a Covid-19 First Aid box (in addition to the existing First Aid box in the kitchen); a Poster will list its contents.

Cleaning: the Hall will be thoroughly cleaned twice a week by the Hall cleaner. Users are requested to clean relevant areas and chairs before and after each event.

Hourly hire charge will remain unchanged and will now include, an additional 15 minutes for cleaning, without charge, in the current situation.

Records: major Covid-19 documents to be posted on the Web-site at www.danehillhall.co.uk. and the DMH Secretary to record all Committee Covid-19 decisions and actions.

2. DOCUMENTATION

In support of the above please find enclosed:

A brief Questionnaire, re your continuing availability to use the Hall

DMH Risk assessment (Covid-19): we have prepared a Risk Assessment of the Risks and Mitigations from our perspective which will be shown in the Entrance Hall (see below).

Risk Assessment by Hirers (Covid -19)

Please consider your own Risk Assessment relative to Covid 19 from your perspective (in addition to any previous such pre-Covid-19 document that you may have already prepared). Event organisers have the best understanding of the nature of your event or activity and the regulations you have to answer to, in some cases with the advice of their national associations, and as such are better qualified to prepare such a document. (To assist you a sample, generic Risk Assessment is included in the enclosures. If you do not produce your own Risk Assessment It will be assumed that you are, as a minimum, following the Mitigation requirements set out in the sample).

Special Conditions of Hire during Covid-19; to apply in addition to DMH ordinary Conditions of Hire.

3. NEXT STEPS

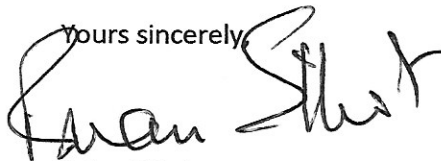
a. Please complete scan and email the Questionnaire, with any questions or comments as soon as possible to the Booking Secretary (unless you have already provided this information to her in reply to her email of 25 July).

b. Email to her confirmation of your agreement to the Special Conditions of Hire during COVID-19, and your Hirer's Risk Assessment as soon as possible, but not later than 2 weeks prior to your 1st event after re-opening.

With many thanks and good luck with your resumed activity or event!



Malcolm Burwood
Chairman

Yours sincerely,

Brian Elliot,
Secretary,

On behalf of the DMH Committee

Enclosures