

18 High Street

Halberton

Tiverton

Devon

EX167AF

19th August 2020

# hALBERTON VILLAGE HALL

*Charities Number: 300845 www.halbertonvillagehall.org*

Dear

I am the secretary of Halberton Village Hall and I am writing to you on behalf of all Trustees to inform you that it is our intention to re-open the hall facilities on the 1st of September 2020.

We have followed, and continue to follow, the governments COVID 19 advice and guidance and now feel COVID 19 secure and hence safe and ready to re-open.

We have not come to this decision without considerable thought and preparation as outlined below:

* HVH COVID 19 risk assessment undertaken.
* Clearly defined 2 metre social distancing markings on entry and exits points.
* One way system at identified “pinch points” such as the entrance lobby.
* Hand sanitizer gels and dispensers available for use.
* Health hygiene posters on display.
* The closing of certain rooms and areas until need require them to be opened (eg the main kitchen).
* Revised conditions of hire document to include COVID 19 checks and regulations.
* Designated COVID 19 medical room with essential first aid box and equipment.
* Enhanced Hall cleaning regime.
* Other.

Regards

Robert Stevens

Secretary

Halberton Village Hall

**COVID 19 Re-opening Questionnaire:**

In order for the Trustees to make a plan of action in readiness for any proposed opening of the Village Hall it would be extremely helpful if you could complete and return the questionnaire in the pre-paid envelope provided.

**Name of group:**

**Person completing the form**

**Address**

**Postcode**

**Email**

**Home tel nos**

**Mobile tel nos**

**PLEASENOTE:**

a) The hiring group will be responsible for cleaning surfaces used during their hire. Sanitiser will be available on entry to the hall

b) Access will only be allowed during the specific time of hire.

c) Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.

d) A group risk assessment will be required for hall usage.

e) Isolation facilities will be available in library room.

To comply with Government advice, the Village Hall Trustees wish to ensure all users can be guaranteed a safe and sanitised environment in which to return and access our facilities. A risk assessment will be available but may be subject to change at any time in line with Government and Village Hall Guidelines.

The Village Hall uses personal data for the purposes of managing hall bookings, finances, events, and publicity as per General Data Protection Regulations (GDPR).

**Please tick box** to indicate that you agree to us holding your data for booking purposes

|  |  |  |
| --- | --- | --- |
| **Please tick appropriate answer** | | |
| 1 | How likely are you to return to use the hall? | Yes No Maybe |
| 2 | If you wish to return when would you consider returning? | Sept Oct Later |
| 3 | When you return would you wish to hire the hall for normal sessions or would you like something different? | Normal  Different |
| 4 | Which day of the week do you prefer to hire the hall? |  |
| 5 | Which facilities are required?  Please note – rooms not required will be secured from entry | Main hall Jubilee room Stage Kitchen Toilets |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 6 | Premises equipment needed.  Specific numbers will enable efficient use of cleaner's time. | Number of Chairs Number of Tables List specific kitchen equipment  Use of dishwasher |
| 7 | Any further comments: - | |

**Thank you for completing our questionnaire.**

**Please return the completed questionnaire in the pre-paid envelope.**