



Safer Use Guidance – For All Hirers

To minimise risk of all who use our Village Hall we ask that you please follow the new safer use guidance.

You will note the new additions to the village hall... hand sanitising stations, lidded bins, paper towels, notices etc. along with additional cleaning products situated in the cleaning cupboard and kitchen.

As hirers/group leaders, we are asking you to follow our strict guidelines as detailed below. Group members must adhere to the, Code of Conduct at all times.

Before your group arrives:

- Distribute the Code of Conduct to all users and ensure they understand what is expected.
- Please ensure the hall is set up before your group arrives. We ask that you only allow one other person into store cupboard in the main hall in order to help you set up and clear away chairs and tables.
- We advise you to wipe all touch points (door handles, draws, kitchen work tops etc) with the disinfectant spray and blue paper towel provided, before your group arrives.
- We must operate a one-way system. Please open the main door to the Village hall (the door that opens onto the carpark) or the front door before your group arrives. You must decide which is to be your entrance and exit door and advise your group accordingly.
- Please open as many windows as is comfortable, in the main hall and other rooms that you are using. This will ensure good airflow throughout the building.

During and after your Session/Class:

- A maximum of three people to be allowed to use the kitchen at any one time (this includes you). You will note that we have replaced the tea towels with blue paper roll to be disposed of in the kitchen bin.
- When your group leaves please ensure you empty all bins that have been used (hall, kitchen, toilets, meeting room etc) and replace the liners from the stock in the cleaning cupboard.
- You must ensure your group leave by the designated exit door.
- Please clean the hall ready for the next user. Disinfect all touch points and surfaces (including kitchen, toilets and hall), sweep the hall floor.
- Please remember to close all windows, the front door, and internal doors before you leave.

The cleaning cupboard will once again be locked at all times. The key is located in the boiler cupboard in the kitchen. Only you, the hirer, are allowed to open and enter the cleaning cupboard. The stock is clearly labelled for hirer use. Please ensure you lock the cupboard when you leave.