



Hopton Village Hall

POST LOCKDOWN BOOKING ACCEPTANCE POLICY

The following points should be considered in risk assessing each potential hirer:

- Can attendance at indoor activities be limited to capacity figures that the advisory body ACRE (Action with Communities in Rural England) has recommended i.e. one quarter of the hall's maximum numbers for a standing or seated event? (60 people seated, 48 people seated at tables. These figures should therefore go down to 15 and 12 respectively)
- The likely age of those attending. If 70 or over, can arrangements be made to ensure social distancing **throughout** their use of the premises, including when using toilets?
- Are the organisers willing to clean regularly-used surfaces before leaving?
- Will very young children be attending, who would find social distancing difficult, or babies who would remain in buggies or with their parents?
- It may be possible to hold some activities outdoors over summer. If so, what arrangements will be made in the event of rain or a cold snap?
- Will other organisations be using the premises at the same time? If so, what arrangements will be made to avoid contact between the different groups e.g. staggered start/finish times?
- Guidance is likely to be issued by other organisations e.g. by DCMS for indoor exercise. The older age profile and difficulty of social distancing at tables may lead the English Bridge Union against re-opening for a period.

Low Risk:

- **Activities which provide essential services, already permitted:** e.g. Pre-schools, food and medicine distribution, community shops, making PPE, Pop-Up Covid-19 testing.
- **Maintenance and other forms of employment:** e.g. Fire Safety and Risk Assessments, maintenance and caretaking, building work, parish council or other office.
- **Activities which can be held outdoors and where social distancing can be readily achieved among small numbers:** e.g. tennis, football training, keep fit type classes, dog training classes. Equipment should be cleaned regularly e.g. gate latches, handles, balls etc.

- **Activities held indoors where smaller numbers of people attend:** for example: yoga or pilates where clients are well-spaced, seated activities and meetings in a large hall such as ordinary parish council meetings (when small numbers of the public are expected), art classes, history groups. Band practice for small bands. Indoor sports where participants are well-spaced, badminton, table tennis and indoor bowls.

Medium Risk (requiring more careful management):

- **Small events providing catering:** e.g. funeral teas, coffee mornings or pop-up cafes where seating can be out of doors and/or well-spaced. Occasional lunches for limited numbers of older people who can be seated well apart. N.B. Special arrangements should be made for vulnerable people in the shielding category who wish to attend, to enable participation and avoid their continued isolation.
- **Events for children and young people:** e.g. small organised activities where equipment can be easily cleaned. Participants can be well-spaced and/or children largely attend the same school, e.g. clubs, parent and toddler activities, small youth clubs, railway modelling club, Sunday school, summer holiday play schemes, picnics or barbecues in outdoor areas.
- **Medium sized indoor activities and those involving active movement:** e.g. larger band practice (with wind instruments positioned away from other players); events with a seated but separated audience such as bingo, films or performances; dog training, dancing classes, Zumba
- **Public consultation events:** a one-way system can be created, handouts provided at the end rather than at the beginning. Someone should take names (for test, track and trace). Attendees should not share a pen and numbers should be limited.

High Risk:

Only permitted in accordance with government advice, when issued (not issued as at 14.7.20)

Events with closely seated audiences, parties (including indoor children's birthday parties), wedding receptions, large numbers, sports involving bodily contact (e.g. football matches), choirs (where dispersal of droplets may occur), use of play equipment, cafes, bars dining areas.

N.B. At the time of writing this policy (14.7.20) playgrounds can be opened up but only after an inspection has been carried out, a risk assessment has been carried out and constraints are put upon the possible users of the playground (e.g. age restrictions, levels of supervision required)