

Wales is in Alert Level 0 with effect 07.08.2021 and these guidelines reflect the rules that apply to Alert Level 0.

Llanfoist Villagers' Association have responsibility for running activities in Llanfoist Village Hall and have to abide by regulations established by the Welsh Government and advice from such bodies as the Health and Safety Executive. We have to draw up a Risk Assessment for Hall users to minimise the risk of the spread of the coronavirus and that people using the Hall feel confident that their health and wellbeing is being taken seriously.

All hall users must adhere to the regulations set down in the Coronavirus Act 2020 and the accompanying Welsh Government guidance. Please remember that your Health and Safety in the Hall is our concern but your responsibility.

All hirers of the Hall will read and accept the requirements within this Covid Guidance for Hall Users and sign to confirm that they do so. This guidance will be under continuous review and will be updated in line with changes to legislation or advice.

Group leaders/organisers will be responsible for taking all reasonable measures to minimise risk of exposure to coronavirus at the premises or the spread of coronavirus by those who have been at the premises.

Group leaders/organisers are also required to draw up their own risk assessment following advice from their professional bodies (where available) that conforms to the legislation and guidance from the Welsh Government, to ensure safeguarding of participants as well as of themselves. Group leaders/organisers will sign to declare that they have a Risk Assessment in place for running their particular activity in the Hall.

Contractors only to be brought into the building as an absolute necessity and when there are no user groups in the building, if possible. They will be expected to adhere to this Covid Guidance for Hall Users.

Hall users, group leaders, contractors, volunteers, committee members and all other people entering the building must adhere to the Hall's Covid-19 safe opening guidelines set out here:

Permitted activities:

1. Activities that are organised by a club or recognised body with a Group Leader/Organiser/Responsible Person and appropriate Risk Assessment in place, are permitted.
2. Social gatherings/unorganised activities, such as adult parties and other social events, are permitted at the discretion of the Village Hall Committee.
3. Children's parties, for primary school age children are permitted if the current Welsh Government guidance is adhered to.

#### Authorised persons:

4. The Hall can only be entered by people that do not have Covid-19 symptoms themselves and no member of their household has symptoms either. Users that have recovered from Covid-19 can use the hall provided that all members of their household have completed the required isolation period.

#### Physical Distancing & Face Coverings:

5. Face coverings should be worn whilst moving about the building and when physical distancing cannot be maintained.
6. It is the responsibility of group leaders and organisers of events to decide how many adults and children over the age of 11 can be present at their event to maximise the safety of all those attending.
7. Our previous advice prior to Wales moving to Alert Level 0 was as follows:  
The maximum number of people permitted in the Main Hall was 30, over the age of 11 (stationary, standing or seated) or 23 (for exercise).  
The maximum number of people permitted in the Gallery was 19 over the age of 11 (stationary, standing or seated) or 13 (for exercise).  
The maximum number of people permitted in the Meeting Room was 9 over the age of 11.  
For assistance, floor markings indicate 2m distances in each room.  
Group Leaders / organisers may continue to use this to help judge safe capacity for each room.
8. It is advised that:
  - One-way systems are adhered to.
  - No queuing/waiting in foyer areas.
  - Entrance and exit doors to be kept locked during sessions to prevent other people entering the building.
  - A minimum of 15-minute gap to be maintained between sessions in each room. This allows time for full ventilation.
  - Rooms must be vacated promptly.
  - Surfaces/touchpoints are sanitised before use.
  - Hand hygiene is maintained.

#### Hygiene:

9. Please assume that all surfaces are potentially contaminated, therefore regularly clean or sanitise your hands.
10. Please bring your own sanitising gel.
11. Personal waste/rubbish to be taken home by the user.
12. All toilets will be opened. Hall users should ensure they maintain social distancing whilst using the toilets.
13. No personal items can be left in the hall.
14. Contractors are responsible for their own 'PPE' which will be relevant to the task they are undertaking. This will be the same for any deliveries to the Hall.

#### Ventilation:

15. Advice from the Health & Safety Executive is to maximise ventilation; therefore, it is recommended to open windows and doors during activities.  
If windows and doors are not opened during activities, it is advised that face coverings should be worn continuously throughout the session.
16. It is advised that doors and windows should be opened between sessions for 15 minutes to allow clean air to circulate.
17. Air conditioning is **not** to be used.

#### Facilities:

18. Users attending organised classes are advised to bring their own refreshments, including water. Group leaders to make sure their group participants are aware of this.
19. The main kitchen, Gallery kitchenette and meeting room kitchen units will be opened. If refreshments are required, users should bring their own supplies. Crockery and cutlery will be available and, if used, is to be washed properly, dried and returned to cupboards/drawers after use.

#### Track and Trace:

20. Group leaders and any person, other than those attending an organised activity, to record their name, contact details, purpose for entering and date and time of entering the building. This data will be held for 21 days and then destroyed.
21. Group leaders will keep a record of participants with their contact details for each session.
22. Group leaders to notify the village hall committee if a hall user has been tested positive for Coronavirus.
23. If there is an outbreak (multiple cases) of coronavirus associated with the village hall, advice will be sought from the Local Authority and the hall closed if necessary.