

GREAT HINTON MEMORIAL HALL TRUST
(registered charity no. 1069606)

Extract from the minutes of a meeting of trustees held on 6 July 2020

Re-opening of the hall

The meeting considered if and when the hall might be re-opened, the actions which would need to be taken prior to a re-opening, the uses which might be permitted and the post-opening measures which would have to be taken by trustees and by users. In aiding their discussion, trustees had before them:

- Issue no. 2 of an information sheet on the re-opening of village and community halls produced by ACRE (Action with Communities in Rural England) based on the most recently published Government guidance for community facilities,
- A powerpoint presentation by AS [the chairman, Andy Saunders] which included comments from Dr Locke (a village resident), the views of user groups and key questions for trustees' consideration,
- A spreadsheet prepared by AS [the chairman, Andy Saunders] highlighting key tasks, formats for risk assessments by trustees and by user groups, and users' feedback, and
- Comments submitted by GH [Graham Holmes, trustee, who had given his apologies for non-attendance].

It was noted that the Government had allowed community centres and other multi-use community facilities to re-open as from 4 July 2020 although some specific activities (e.g sports) remained barred. There was no mandatory requirement to re-open. Those bodies and persons with responsibility for the management of village halls, etc had discretion to decide when it was considered safe to open for any activity permitted by legislation. They could decide to remain closed if they were not able to safely follow the advice in the relevant guidance to make the premises COVID-19 secure.

The trustees noted that they had legal responsibilities under health and safety law. They had a duty to take reasonable measures to ensure that the hall, the access to it, and any equipment or substances provided were safe for the people using the hall, so far as reasonably practicable. Failure to exercise this duty might invalidate the Trust's insurances and might expose trustees to potential liability claims against them as individuals.

It was also noted that the users and hirers of the hall had responsibility for managing risks arising from their own activities when they were using the hall and had a duty to take account of any guidance relevant to their specific activity.

On considering the documents and material before them and after a full discussion, the meeting agreed:

- a) To re-open the hall for approved activities as from 1 September 2020 subject to all of the actions set out in Section A of the appendix to these minutes being completed by this date.
- b) In the event that not all of the actions in Section A are completed by 1 September 2020, to defer the re-opening until completion of the actions outstanding.
- c) With immediate effect, to apply the conditions set out in Section B of the appendix to the use of the premises for approved activities.
- d) To require user groups to agree to and carry out the actions set out in Section C of the appendix.
- e) To inform the Trust's insurers of the above decisions.
- f) To keep village residents informed via the village website.

APPENDIX

Section A: actions to be undertaken by trustees prior to a re-opening

- Carry out comprehensive risk assessment.
- Arrange for thorough cleaning of all areas.
- Provide cleaning materials, sanitisers, gloves, masks, etc as may be necessary.
- Review 'hiring' terms & conditions, and add such special T&Cs as may be appropriate as an extension to the current 'hiring' form.
- Provide advice to user groups on the cleaning which they will be required to perform (with materials provided by trustees) at the end of every use of the premises.
- Provide advice to user groups on what to do if a person on the premises feels unwell.
- Display signs, photos (of e.g. social distancing and seating plans), etc on the premises.
- Remove cushions from seating.
- Provide a COVID-19 compliant First Aid box as per formal advice.

Section B: conditions of use

- No activities which are barred by Government legislation.
- Maximum of 15 people in the main room at any one time.
- Maximum of 2 people in the kitchen, 2 on the stairs into the hall, 1 on the stairs into the kitchen and 1 in the toilet.
- Adherence to such social distancing requirements and/or advice as may be applicable at the time of use. (Use of masks is optional unless made mandatory by the Government.)
- Contact details of people in the hall for an event to be kept by the nominated contact of the user group for 21 days.
- No use for parties (e.g. for birthdays) for at least 3 months.
- No use by persons/groups from outside the village, for at least 3 months.
- No use by a user group until trustees have signed-off the group's own risk assessment.
- Compliance with such terms and conditions as may be determined by trustees.
- No equipment, crockery, etc to be removed from the premises except with the explicit consent of trustees.
- Immediate cessation of use in the event of non-compliance with any of the above conditions.

Section C: actions to be undertaken by each user group

- Carry out own risk assessment for approval by trustees prior to use of premises. (NB Trustees reserve the right not to permit use of the premises if a user's risk assessment is deemed to be unsatisfactory and/or trustees are of the view that the risk is too high.)
- Agree to accept extended T&Cs.
- Agree to users bringing and taking away their own cushions (for seating) if required.
- Agree to carry out recommended cleaning at end of each session with materials provided by trustees.
- Circulation of fresh air to be encouraged by opening windows if and where possible, but not the fire exit.
- Consider whether to require participants to bring own crockery, etc to keep use of kitchen to a minimum.
- Maintain background music to a low level (to discourage singing).
- Discourage consumption of alcohol.