



Before re-opening your Community Building, go through the following checklist:

	TASK	DONE
1	Advise the hall's <u>insurers</u> when the premises will be re-opening and check any requirements.	
2	Check the security code or key logs are up to date.	
3	If a <u>Pre-school</u> is using the premises, check any adjustments to hire arrangements needed for other hirers e.g. arrival/departure times, access to kitchen or toilets.	
4	Carry out a <u>COVID-19 Risk Assessment</u> in consultation with any employees, if you have any, as well as Volunteers and Trustees. (A sample Risk Assessment template is attached).	
5	Consider whether <u>additional cleaning</u> is required , where and when. Consider arrangements for moving, stowing and cleaning equipment. A thorough clean of the hall should be undertaken before it re- opens and the subsequent cleaning regime to follow will need to be identified. Ordinary household products can be used.	
6	Discuss with your caretaker/cleaner/contractor any <u>changes in work patterns</u> required to ensure the hall meets the COVID-19 Secure guidelines. HSE provides a leaflet of things to discuss with an employee. Agree any changes in writing with cleaners/employees.	
7	Ensure the caretaker/cleaner has appropriate <u>PPE</u> : Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. Contractors should use their own equipment, but an employee should be provided with the necessary equipment.	
8	Flush through the <u>water system</u>, five minutes for each tap or shower head , to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray and wipe up afterwards with household disinfectant. If you have a storage tank you may wish to get a qualified contractor to do this work.	

	TASK	DONE
9	Carry out the routine <u>health and safety</u> risk assessment of the whole premises. Check the <u>electrical inspection</u> (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge/freezer is working at correct temperature, the heating and hot water system operational. Ensure internet is working. Cut grass. Identify and address any items requiring attention e.g. light bulbs failed, trip hazards.	
10	Ensure the <u>Fire Safety</u> Risk Assessment and routine fire safety checks are up to date e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working.	
11	Provide <u>hand wash facilities and paper towels</u>: Hand dryers are not recommended for use at the present time as they could disperse droplets containing the virus into the air and should be taped off. Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls and cleaning products, including disposable cloths, should be provided.	
12	Consider <u>“Engaged/Vacant” signage</u> at the entrance to male and female toilets to limit the number of people within these areas at any one time and similar signage at other “pinch points”.	
12	Provide <u>signage</u>: A certificate that the premises comply with COVID- 19 secure guidelines should be displayed at entrances. The posters encouraging good hygiene and safe distancing should be displayed. (Downloadable templates for “Catch It, Bin It, Kill It”, “Hand Sanitisers”, “Entry Only” “Maximum 2 people” etc are available on Carmarthenshire County Council website under guidance to re-open your business).	
14	Think about <u>social distancing</u> arrangements in corridors and at entrance and exits: Consider using tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the hall.	
15	Prepare <u>special hire conditions</u> and instruct booking secretary as to any changes in the Hall’s hire policy during re-opening, i.e. which bookings can be accepted, and to provide hirers with a copy of the COVID- 19 secure poster.	
16	Consider <u>Marketing and Communications</u>: Ensure the website has up to date information, including special conditions of hire. Advertise availability as appropriate. Ensure answerphone message is up to date.	

Taken from ACRE England_covid-19-information-sheet-opening-your-hall-after-lockdown-6.7.20-final - available at <https://acre.org.uk/>