



## **RE-OPENING OF LAVANT MEMORIAL HALL**

**AT STEP 4, 19 July 2021**

### **1. Introduction**

At Step 4 of its Covid-19 Roadmap Government has removed most legal restrictions that affect operation of the Hall in favour of individuals exercising considered judgement over the risks involved. At the same time, the Government advises caution and AiRS (Action in Rural Sussex) has provided some guidance on a cautious approach.

For an unattended hall a considerable amount of responsibility for what happens around a booking will devolve to the hirer e.g., keeping people who are unwell or isolating away, complying with and ensuring good hygiene practice, considering the needs of any vulnerable individuals. Lavant Memorial Hall Committee (LMHC) wish to re-open the Hall to the maximum safe extent whilst supporting users who wish to retain some of the precautions that have become customary.

### **2. The Next Steps**

To facilitate this LMHC will:

- Raise capacity limits on rooms only to the “Comfortable seated at tables” numbers published on the ‘Facilities’ page of our website but scrap the general ban on simultaneous hires by different users
- Open the kitchens and all toilets for use
- Open the Bleaches Room to hire
- Retain the existing signage for one-way operation and social distancing for the time being for those hirers who may wish to operate in that way
- Continue to request hirers keep a record of attendees, dates and contact numbers for their groups to enable a trace and contact process should a member become ill.
- Continue to provide suitable sanitising and washing facilities, and a proportionate cleaning regime although from a practical and affordable point of view hall users will still be required to carry out some cleaning before and after use.

### 3. Operational Detail

**Layout:** to illustrate the availability of mitigating measures to safeguard users at the Hall in accordance with current guidance we have put together a floor plan showing the disposition of Sanitiser Stations and Cleaning Materials, where Social Distancing Marks have been retained, and the recommended One Way Flows if required.

**Total concurrent capacity of Main Hall and Green Room until further notice is 120 individuals.**

**Memorial Hall Audio/Video equipment** is not to be used without our expressed written permission and is subject to a user cleaning protocol. Permission can be sought via the Booking Secretary.

**Disabled Toilet Facilities** are available at the main entrance.

**Pinch Points** may occur at busy times and mainly in corridors. A wait and let pass social distancing stance may be required in these circumstances.

**Risk Assessment** -LMHC has conducted and published a Hall Risk Assessment before opening in September 2020. The risks remain essentially unchanged at Step 4, but the likelihood and impact have reduced as a result of the vaccination programme and the ready availability of covid tests. Accordingly, the level of mitigating measures has been reduced as outlined here. Hirers are encouraged to conduct their own risk assessments for their activity. LMHC may ask to review a hirer's risk assessment if we consider that the activity poses unusual risks.

**Fire Evacuation Plan** – remains unchanged for the Main Hall and Green Room

### 4. Cleaning

LHMC will have the Hall cleaned thoroughly twice each week before the Hall opens for the day, nominally on Monday and Friday. Consumables will be topped up as necessary. It may prove necessary to adjust this schedule if booking patterns change.

Users will be required to augment this regime by carrying out their own clean of “frequently touched surfaces” in accordance with their own risk assessment for their activity. This will extend to any Hall furniture or equipment they wish to use. Users will be expected to clean again after their activity.