



COIGACH COMMUNITY HALL

Please help us keep our hall, our team and our community safe.

Instructions for User Groups

1. You must not enter the Hall if you or anyone in your household has COVID-19 symptoms.
2. **THE ORGANISER OF THE ACTIVITY IS RESPONSIBLE FOR ENSURING THAT EVERYONE INVOLVED FOLLOWS THESE GUIDELINES.**
3. If you develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Inform Test and Protect, and alert the Hall team.
4. Maintain 2 metres **social distancing** as far as possible.
5. **Use the hand sanitiser** provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
6. **Use the sign-in sheet** in the foyer to leave your details for 'track & trace'.
7. You do not need to wear a **facemask** unless you choose to. If you do choose to wear one, please try not to take it on and off frequently.
8. **Take turns to use confined spaces** such as corridors, kitchen and toilet areas.
9. **Keep the hall well ventilated** whilst in use, then close doors and windows on leaving.
10. If possible, please bring your **own refreshments** rather than using the kitchen.
11. If you use any **sporting equipment**, please use the wipes provided to **clean equipment** after use.
12. If you use any glasses / mugs in the kitchen, please put them in the **dishwasher** afterwards.
13. As always: avoid touching your face, nose, or eyes; use and dispose of tissues safely; wash your hands frequently.
14. We try to ensure that all used areas of the Hall are cleaned daily. **If you have any concerns**, please contact the Hall team (below).
15. Thank you for your help; we hope you enjoy being back in the Hall!

Contacts: Admin - Julie Edwards – 07766 673374 – coigachhall@gmail.com
Cleaning: Emma Mackenzie - 01854 622388 | Trustees - Lizzie Williams – 07824 828858



Simple Risk Assessment for User Groups.

To ensure we consider all the risks and keep ourselves as safe as possible when re-opening the Hall, we have developed this simple process:

- a. Please think about your specific activity and answer the questions below.
- b. The Hall team will add this information into the wider Hall Risk Assessment document.
- c. The Hall team will discuss with you the best ways to minimize risk, and agree specific guidelines for your activity.
- d. The activity organizer is responsible for ensuring that all participants understand and follow these guidelines.
- e. If you have any questions, please ask the Hall team.

1. Name of Activity:

2. What are the potential COVID-related hazards from the activity you would like to carry out?

3. Who will be at risk from these hazards?

4. How will we reduce the risk?

5. Is there anything more we could do to reduce the risk?