
Pathhead & District Community Association scio Community Hall - Reopening Plan

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Document History

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|---------------------------------------|----------------------------------|---------------------|---|
| VERSION 1 | Neil Dumbleton | June 2020 | Issued Internally to Trustees |
| Reviewed & updated by Trustees | Mike Johnstone Brian Christie | June 2020 | Trustees Approval |
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| VERSION 4 PENDING | tba | tba | Updates for restart of unregulated youth and children's activities |

1 Introduction



This document describes the plan of action for the reopening of the Pathhead and District Community Association Hall. The hall has been shut since the start of the Corona Virus emergency and lockdown. This plan provides a timeline and guideline for its reopening in line with the Scottish Government Phased route map for lockdown exit.

The hall is run by a committee of volunteers and trustees with the express aim to improve the health and well being of the people in the village of Pathhead and the surrounding areas. The hall has been closed for the duration of lockdown. It has not been used by any of its regular or irregular users. The hall has been inspected from time to time to ensure its safety and that there are no maintenance issues - e.g. water leaks. The prolonged closure has of course been an issue for its funding, but the Trustees are conscious that it has also been an issue for some of the groups or local businesses that used our venue. We are aware of some businesses that are keen to begin to use our facilities in a safe and secure manner as guidance allows. As the hall exists to promote the wellbeing of people in the village, we would want to begin to do this again - but safely and only within guidelines.

The trustees / management committee are:

| | | |
|----------------|--------------|--------------|
| Neil Dumbleton | 01875 320564 | Chair Person |
| Mike Johnstone | | Secretary |
| Brian Christie | | Treasurer |

The hall is a charity and run as a Scottish Charitable Incorporated Organisation, reporting to OSCR the Scottish Charity Regulator. The Halls charity number is SC012253. The postal address of the hall is:

Pathhead & District Community Association SCIO,
The Community Hall,
11 Main Street,
Pathhead,
EH37 5PZ.



2 Table of Contents

| | | |
|-------|--|----|
| 1 | Introduction..... | 1 |
| 2 | Table of Contents | 3 |
| 3 | Policies | 4 |
| 3.1 | Constitution & Governance | 4 |
| 3.2 | Principles for Future Access | 4 |
| 3.3 | Consultation | 5 |
| 4 | Access to the Hall..... | 6 |
| 4.1 | Expectations..... | 6 |
| 4.2 | Schedule for Use | 6 |
| 4.3 | Conditions of Hire | 7 |
| 4.4 | Cost of Hire..... | 9 |
| 5 | Hiring and Using the Hall | 11 |
| 5.1 | Risk Assessment and User Proposals | 11 |
| 5.2 | Setting up for an Event..... | 12 |
| 5.3 | Use of Stored Equipment | 12 |
| 5.4 | Leaving the Hall after an Event | 13 |
| 6 | Preparing for Re-Opening & Ongoing Safety..... | 14 |
| 6.1 | Re-Commissioning..... | 14 |
| 6.2 | Regular Cleaning Routine..... | 15 |
| 6.3 | Other Health & Safety | 15 |
| 7 | Appendices | 16 |
| 7.1 | Hall risk Assessment..... | 16 |
| 7.2 | Expected Phased Release from Lockdown..... | 16 |
| 7.3 | Separate Documents..... | 16 |
| 7.3.1 | General Conditions of Hire | 16 |
| 7.3.2 | Proposal template | 16 |
| 7.3.3 | Checklist for users..... | 16 |
| 7.3.4 | Reporting forms | 16 |
| 7.4 | Cost implications (Committee Only) | 16 |
| 7.5 | To Do List (Committee Only)..... | 16 |



3 Policies

3.1 Constitution & Governance

The full constitution is available at the OSCR website or on request to a member of the trustees. See <https://www.oscr.org.uk/>. Prior to lockdown the trustees were in the process of revamping policies and guidelines for the use of the Hall. These cover the following topics:

| | | |
|-----------------------|------------------------|------------------------|
| Bullying & Harassment | Finance Management | GDPR and Data privacy |
| Code of Behavior | Finance Donations | Safe Recruitment |
| Conflict of Interest | Health & Safety Policy | Supervision Policy |
| Equal Opportunities | On Becoming a Trustee | Whistle-blowing Policy |

For the purposes of the re-opening these policies shall apply to all trustees and members of the Hall, to employees and volunteers and to those hiring the hall or attending events. A user guide is also in preparation. For the purposes of the re-opening users should refer to this if hiring, using the hall or attending events

General information around health and safety are kept in the foyer or can be found online at www.pathhead.info. Accident and Incident Forms are kept with the first aid kit in the Kitchen. Additional policies, guidelines, requirements and a risk assessment are provided in this document.

If have any doubts about how to operate or run an event, operate the hall, health and safety or about what is permitted they should contact members of the Hall or the Trustees before and well in advance of starting their event.

If anyone has symptoms of covid-19 they must not enter or access the hall for any reason. If any employee, volunteer, those hiring the hall or attendee develops symptoms at an event they should leave immediately. If they develop symptoms soon after attending the hall they should report this to the organiser and to the hall committee.

3.2 Principles for Future Access

The Hall will reopen under the following principles.

1. Any reopening will only be in line with The Scottish Government Guidelines.
2. The committee will adopt a cautious approach in that new activities will be allowed 1 to 2 weeks after specific restrictions are lifted. This allows everyone time to prepare.
3. The trustees and committee will publish a schedule of what activities will be allowed in the hall, bar, dayroom from what date and under what conditions.
4. The committee/trustees will consult regularly to consider what is allowed in light of
 - a. changing government advice;
 - b. how guidelines are being observed;
 - c. local conditions;
 - d. changes to the situation.
5. All use of the Hall must be approved by the trustees and members committee. The hall will look to support use by all users, i.e.: long-term users, regular users, new users and from both volunteer and commercial groups. Priority will however, be given to long-term users.



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6. Health and safety are a priority for the PDCA scio. A member of the committee or hall staff will open or close the hall in most cases. It will however, not be possible for a member of the committee to be at every event, so hirers and users will have additional responsibilities to ensure they set up and use the facilities in a safe manner.
 7. Users will need to provide written documentation, including a safety proposal and a risk assessment, as to how they will set, meet and enforce appropriate safety guidelines.
 8. Members, staff, volunteers, organisers, users and all attendees at an event are all responsible for ensuring that everyone attending activities in the Community Hall is protected from harm.
 9. Due to changes in operations (e.g. doors held open) and necessary access to cleaning chemicals, unaccompanied children (<16) will not be allowed in the hall. Children must be supervised.
 10. Failure to provide appropriate documentation or to enforce safe operation will result in termination of the event/hire.
 11. Users shall:
 - a. take particular care before commencing activities;
 - b. clean specific surfaces, areas and equipment that they are likely to use;
 - c. must assess whether the hall facilities are safe for their activity;
 - d. must review the Health & Safety Policy & abide by the Safety Rules;
 - e. clean any specific surfaces, areas and equipment that they have used;
 - f. review operation during and after their event for lessons learned;
 - g. report any accidents, incidents, issues, concerns or comments to the committee;
 12. Any member, staff, volunteer, user or a visitor to an event who does not follow guidelines or willfully puts others at risk may be reported to the police or other authorities. They and their organisation will be barred from future use of the hall.
 13. The hall is a multi-user venue. All users should remember there are other users of the hall and should use and leave the hall in an appropriate state to support other users. Users, organisers and attendees should be mindful the hall is in a village and be considerate to our neighbours.

The appendix details the risk assessment for the re-opening and ongoing operation of the Hall.

3.3 Consultation

This document and plan has been prepared in consultation with

1. Scottish Government framework for decision Making <https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/pages/3/>
2. Midlothian Voluntary Action and
3. Midlothian Communities and Life Long Learning Team
4. The Tynewater community Council
5. OSCR the Scottish Charities Commission
6. The PDCA Hall insurers
7. The PDCA Members Committee
8. [10 Steps to Re-Opening Video](#) and summary document
9. [Mitie guidelines](#) :
10. [Scottish Government Guide to Retailers](#)
11. Public Health England and the Scottish Government Health Guidelines re cleaning
12. [Scottish Government Guidelines and checklist for Sports and Leisure facilities](#)
13. *Government guidance wrt 6 people from 2 households from September 14th*



4 Access to the Hall

4.1 Expectations

A document in the appendix details the current expected restrictions and ease of restrictions by Phase and Date. This is superseded by the Scottish Governments Update to the Route map issued 18th June. In Summary the latest guidance is:

- Phase 1 (completed) did not allow for access to the hall.
- Phase 2 (June 19th and 22nd) does not allow for access to the hall*. Pubs cannot open even with outside.
- Phase 2 (June 29th) allows for some retail with outside entrances to open. Still no access to hall as an non-essential workplace.
- Phase 2 (July 2nd) review and possible limited opening of hospitality venues.
- Phase 3 (July 9th at earliest) would allow for restricted opening for pubs and community halls for indoor activities but with physical distancing.
- Phase three extended. *Some exercise and sports activities expected by the end of August*
- Phase 4 (tba by Scot Gov) re-opening of the hall for most activities but with restriction on numbers and changed operation - e.g. limited events per day.
- Schools return (August 11 -) The date for *any reopening for unregulated activities with children (e.g. Youth groups) was advised 4th & 7th September*
- *From September 14:* The number of people who can gather together, indoors or outdoors, will be set at maximum of six from two households. Children under 12 from within the two households will not be counted. **The restrictions do not apply where there is other sector specific guidance in force**, for example for gyms, for childcare or for organised sports, and there will be some other limited exceptions for education and places of worship. It does apply to hospitality. Some activities such as Softpla, live music etc etc will not now be allowed to reopen

4.2 Schedule for Use

On the basis of expectations the following schedule for reopening is proposed:

1. Phase 1 Now: Hall is checked on a weekly basis by one of the Trustees. No activities allowed.
2. Phase 2 Now: Hall is checked on a weekly basis by one of the Trustees No activities, except that we are investigating that Musicians or performers can access the hall as a work place for streaming / recording. This would be on the basis that:
 - a. Confirmation that this is allowed is obtained.
 - b. There are strict guidelines on numbers and social distancing.
 - c. No audience is allowed.
 - d. There should only be one use of the hall per day to allow for enhanced cleaning
 - e. Suitable preparations by the hall committee are completed (e.g. removal of chairs).
 - f. Only 1 person at a time to use the toilets.
 - g. Deliveries of equipment to the hall shall be carried out under social distancing guidelines.
 - h. No food will be prepared on site. The kitchen cooking facilities will not be used.
 - i. The dayroom will not be used. The kitchen can be used to access the sinks.
 - j. No children (i.e. under 16s) shall attend the Hall or grounds.
3. Phase 2 (July 2nd review). Changes to guidelines on pubs are to be reviewed. It is possible that
 - a. PSSC can open an outdoor bar with restrictions, i.e. only the bar staff will be allowed inside and 1 person at a time to use the toilets. The bar will only open during daylight.
 - b. Deliveries to the hall or PSSC shall be carried out under social distancing guidelines.



- c. No food will be prepared on site.
4. From 1 week after start of Phase 3, i.e. from 1 week after July 9th, it is possible that:
- a. ~~Sports and health clubs (yoga etc) or meetings and activities can use the hall with physical distancing and strict number limits on attendees (<15 unless agreed otherwise).~~
 - b. There should *be sufficient or time between* events to allow for enhanced cleaning.
 - c. PSSC bar can open indoors but with physical distancing measures, i.e. there would be no access to sit at the bar. The club would be only open for strictly <10 people.
 - d. No food will be prepared on site. The kitchen can be used to boil kettle.
 - e. The dayroom will not be used. The kitchen can be used to access the sinks.
 - f. Deliveries to the hall or PSSC shall be carried out under social distancing guidelines.
 - g. Children can only attend events with a parent or guardian in attendance. Children must be supervised at all times.
 - h. *Some sports and exercise activities (yoga etc) can use the hall with physical distancing post August 31st and strict number limits on attendees (numbers as advised for time of activity).*
5. From 1 week after start of Phase 4 *to be advised* it is possible that:
- a. Re-opening of hall for most activities but with appropriate restriction on numbers and changed operation - e.g. both sets of toilets open at all times. Access to the dayroom will be for small numbers of people only.
 - b. More than one use per day may be allowed if conditions, hirers and guidelines allow.
 - c. Village wide events, e.g. coffee mornings, horticulture show to be considered on individual basis in light of risk assessments and proposals.
 - d. No food will be prepared on site. Pre-prepared food may be served by agreement.
 - e. Children can only attend events with a parent or guardian in attendance. Children must be supervised at all times.
 - f. Deliveries to the hall or PSSC shall be carried out under social distancing guidelines.
6. *Guidance on unregulated children's activities has yet to be assessed, in particular :*
- a. Re-opening of the Hall for events for unaccompanied children, e.g. the PYP
 - b. Guidelines for operation of children's' events will be considered in light of guidance at the time and if cleaning materials are still required to be accessible.
7. *Further access to the hall was reviewed in September in light of guidance at the time. The 6 mebers from 2 households rule to be applied except where there is existing sector guidelines Current activities all following sector guidelines. The Hall risk assessment was extended so that*
- a. *All users asked to wear masks entering or leaving or moving around - e.g. to go to toilets*
 - b. *Ensure attendees do not congregate in foyer or outside (posters put up)*
 - c. *Users to be aware of cleaning regime.*

4.3 Conditions of Hire

The general conditions of hire are in the appendix. These apply to all lets. Additional expectations will be placed on both hirers and the hall as part of operation during the relaxation of lockdown. New specific conditions of hire or agreements will have to be agreed with each hiring individual, group or organisation. The following additional responsibilities are expected on the hirer and hall:

| Hirer | Hall |
|---|------------------------------|
| Provide written proposal for use including safety provisions in light of guidance | To review proposal and agree |



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|---|---|
| To provide a risk assessment. | To provide help with risk assessments and to review risk assessment and agree any changes |
| Agree any changes in consultation with the hall committee | Agree any changes in consultation with the hall committee |
| Attend promptly at agreed time. | Open the hall and check basic facilities. |
| Carry out necessary checks before commencement of hire | Provide guidance on setting up |
| Ensure those attending do not congregate in the foyer. If possible use the fire door as a separate exit. | Provide signs to alert users to avoid congregation in the entry and exit areas. |
| Clean areas and equipment to be used (whether hall or personal) before use. NB: Hirers must not assume that tables/chairs/cups etc have been cleaned before their event. | Provide cleaning equipment, materials and a hand sanitising station. |
| Ensure event progresses in line with proposals and risk assessment. Access to be limited to agreed number of attendees. Ensure no unaccompanied children at events. <i>Keep a record of attendees and contacts</i> | Put up posters indicating contact numbers for people to report issues independently of organisers. <i>Keep a record of attendees and contacts through a visitors book</i> |
| Clean areas and equipment used (whether hall or personal) after event. Take all rubbish produced in event including any PPE away for disposal. | Provide cleaning equipment, materials and a hand sanitising station. Remove and store for >72hrs any equipment used by agreement. |
| Report any incidents, accidents, issues or concerns to the committee using forms. | Review and take action on any incidents, accidents, issues or concerns reported to the committee |
| | Carry out enhanced general cleaning, i.e.: cleaning and disinfecting: <ul style="list-style-type: none"> • hall floor and stage floor (once a week) • door handles (Tue, Wed, Thur, Friday) • dayroom surfaces and sinks (T, W, T, F) • toilet surfaces and facilities (T, W, T, F) also the hall will: <ul style="list-style-type: none"> • maintain and top up sanitizing stations at the front doors, in the toilets, and in the kitchen. • ensure cleaning equipment and chemicals are available • empty internal bins • ensure normal external bins are picked up. also the hall will provide guidance to its staff and volunteers re cleaning and also ensure the appropriate signage, forms and guidance is in place and on website. <i>The Hall will update users on what is cleaned when</i> |
| Users may need to make special provision for disabled users. This must be considered in the risk assessment. | Discuss and support any need to make special provision for disabled users. |



| | |
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| People should bring minimal items with them and keep them close to them at all times. This would e.g. apply to coats, water bottles, phones etc that should not be left unattended. All participants should bring wipes to clean any personal items. | Provide signage to highlight that personal equipment or clothing should not be left unattended and kept with users at all time. |
|--|---|

Following Guidance starting 14th September

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|---|---|
| <i>All users asked to wear masks entering or leaving or moving around - e.g. to go to toilets. Those hiring are asked to Ensure attendees do not congregate in foyer or outside</i> | <i>Hall to display further posters and guidance about wearing masks and not congregating in the hall.</i> |
| | |

Details of the halls preparation for opening and actions to maintain health and safety are provided in a subsequent section. The responsibility for additional cleaning in the PSSC club area will sit with the PSSC. Any use of the PSSC or games room other than as described in the schedule for use must be agreed as above with the hall committee

4.3b Additional conditions for any sports or exercise based activities

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|---|
| <p>Guidance is that exercise should be carried out with at least 9 sqm of space around each person and extra ventilation, with additional space for vigorous activity. This suggests</p> <ul style="list-style-type: none"> • 10 participants for vigorous exercise each within a 16sqm (4*4m) space. 1 teacher on stage • 15 participants for light exercise each within a 9sqm (3*3m) space around. 1 teacher on stage <p>All doors should be left open as far as possible. Mask should be worn if possible for light exercise. The numbers allowed for any activity is subject to the hirer getting advice from their sports federation or similar on spacing of participants.</p> |
| Participants must not change clothes in the hall or toilets. They must arrive dressed for the activity. All clothes, e.g. coats etc kept with participants All participants must not wash in the toilets - except hand washing |
| All participants must only bring the minimal amount of equipment needed and take away their own equipment. For exercise classes they should bring their own hand sanitizers and equipment wipes. Participants must bring and take away their own already filled water bottles as the kitchen is closed. |
| Only participants are allowed. No friends or children are allowed to watch the activities . |
| Care to be taken with any secondary activities, e.g. selling of items, to ensure appropriate social distancing and cleaning carried out. Items should not be exchanged without cleaning. |

4.4 Cost of Hire

Operating the hall under the new conditions will be notably more expensive than before. The hall committee will however look to maintain charges "as is" as far are possible. Additional charges may have to be levied if additional cleaning or other set up work is required. The hirer must book time to set up for their event in line with guidance. This may be a longer period that for previous hires. Depending on the time required and the type of event this may be chargeable.



Cancellation of events due to changing government advice will not be charged for. Cancellation by hirers for other reasons may be charged for. The hall committee will charge hirers if the event or operation proves to be unsuitable and will look to recover the costs to the hall. The Hall committee cannot be responsible for any costs or liabilities if it decides an event must be cancelled - e.g. if it has concerns about the safety of an event being run.



5 Hiring and Using the Hall

A draft document detailing "normal" operating instructions and guidelines is available. Guidelines and instructions are also available on the Hall website, on the notice board opposite the toilets and in the kitchen. New procedures are required for hiring the hall.

5.1 Risk Assessment and User Proposals

Any potential Hirer must provide a proposal and risk assessment for their event. Help can be provided by the committee, but the proposal should cover the following:

| | | | |
|--|---|---|---|
| Name of Hirer | | | |
| Contact Details | | | |
| Date, Time, Duration | | | |
| Time of Open/Close | | | |
| Name of responsible person at event | <i>i.e. Who can be contacted at the event?</i> | | |
| Contact Details | | | |
| Purpose of Hire | | | |
| Description of activities. Details required. | | | |
| Indication of why this is approved under current guidelines? | | | |
| No. of attendees and how this will be enforced? | <i>During Phases 1 & 2 this should be 15 or less.</i> | | |
| How will contact details of attendees be recorded | <i>This should be in addition to the hall visitors book.</i> | | |
| How will social distancing be enforced? | | | |
| What equipment will be used by attendees (hall or own)? | <i>Hall tables and chairs must only be used by agreement. Do not assume equipment has been cleaned.</i> | | |
| What cleaning regime will be carried out by user? | <i>E.g. Tables must be disinfected before and after if used.</i> | | |
| Key Risks <i>(e.g. increased chance of infection)</i> | What or Why? <i>(e.g. more people turn up - distancing not possible)</i> | Action to Reduce Risk <i>(e.g. door closed after 10 people admitted)</i> | Remaining Risk Score <i>(e.g. low as only 10 people)</i> |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| Hirers agreement to safety rules and guidelines | <i>Name Signed</i> | | <i>Date</i> |
| Accepted on behalf of the PDCA Hall | <i>Name Signed</i> | | <i>Date</i> |

Remaining Risk: H - definite risk of infection M - some risk of infection L - little risk of infection



5.2 Setting up for an Event

It is the hirer's responsibility to ensure the hall is suitable set up for their event and they should agree an opening time with the committee to do this. This will include time for moving chairs and tables etc using the trolleys provided if previously agreed with the committee. The hirer should insure the weather etc is also suitable. Fire exits must not be blocked. All connecting doors shall be open at all times.

If necessary, the hirer should contact a committee member to discuss requirements. The following checklist is provided for users to complete.

| | |
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| <p>Safety</p> <ul style="list-style-type: none"> Is access to the Hall safe? Are internal and external exits clear? Are both front double doors unlocked? Are internal wooden doors held open? Are outer toilet doors and dayroom doors (if necessary) wedged open? Are fire exits clear (inside and out)? Has appropriate supervision been set up including access control Read guidance on website and in the hall Check hand santising station is available | |
| <p>Cleaning</p> <ul style="list-style-type: none"> Record any issues wrt cleanliness. Check the toilets. Record any damage you discover. Clean and disinfect areas to be used. Clean and disinfect equipment to be used. | |
| <p>Food Hygiene</p> <ul style="list-style-type: none"> No food to be prepared. Only pre-prepared food to be provided. Clean all cutlery dishes etc before use. | |
| <p>Electrical</p> <ul style="list-style-type: none"> Ask before using any hall equipment. Do not use equipment you are not trained to use. Read instructions on electrical safety. Take care when using extension leads. Follow the instructions for heating by pressing the +1hr button so that the red light is on (repeat if necessary). Switch on Main lights in the hall and the dayroom. | |
| <p>Any Other Comments</p> <ul style="list-style-type: none"> Ensure those attending wear masks when entering and leaving and when walking around. Ensure attendees do not congregate in foyer or in front of hall. | |

5.3 Use of Stored Equipment

Hirers, users or attendees will not use equipment unless agreed beforehand with the committee.



5.4 Leaving the Hall after an Event

It is the hirer's responsibility to ensure the hall is clean and tidy after their event. The situation with returning chairs and tables to storage will have to be agreed as part of the hire. The hirer should take away any rubbish they produce specifically and not fill the bins outside the hall. This does not include tissues, cloths used from the hand sanitising and cleaning stations that should be placed in the bins provided for disposal by the hall.

It is the hirer's responsibility to ensure that any equipment they used are left in a clean, tidy and safe condition. Items used should be disinfected. The following checklist will be returned to the Hall committee after the event together with any incident reports.

| | |
|--|--|
| Safety Have incidents or accidents/damage been reported? Has use of first aid items been reported? Have incidents been cleaned up? Have any shortages in cleaning materials been reported? | |
| Cleaning Cleaned up spills and brush floors Wiped and disinfected surfaces used Checked toilets (e.g. for paper/rubbish not in bins) Taken own rubbish away (excluding that at sanitising stations) Recorded damage caused during the event Clean and disinfect tables. Returned any chairs and tables as agreed with committee. | |
| Food Hygiene Removed all food from the fridge and kitchen Nothing left on the hobs or in the cooker Cleaned all cutlery or implements used Cleaned fridge if used. Cleaned and disinfected kitchen surfaces. | |
| Electrical Reported any damage to electrical equipment. Ensured the heating remains switched to auto but that the heating is not on by toggling the +1hr button so the red light is off. Switch off Main lights in the hall and the dayroom. | |
| | |



6 Preparing for Re-Opening & Ongoing Safety

6.1 Re-Commissioning

The hall committee will carry out a health and safety risk review prior to opening. This will be based on the current active health and safety risk assessment. In addition the committee will ensure that:

1. there is an initial enhanced cleaning of the hall, dayroom, kitchen, stage and toilets prior to opening (the PSSC will ensure the same for the bar area, cellar, games room and toilets);
2. the initial cleaning will be as per the enhanced cleaning routine noted below;
3. nine hand sanitising and cleaning stations will be maintained
 - a. at the door (hand gel or hand wipes, cloths, tissues, disinfectant and/or spray, bin);
 - b. at the hall (hand gel or hand wipes, cloths, tissues, disinfectant and/or spray, bin);
 - c. in toilets (soap dispensers, paper towels and hand dryers, disinfectant and/or spray, bin);
 - d. in the kitchen (soap dispensers, paper towels, disinfectant and/or spray, bin);
 - e. In the club area (hand gel or hand wipes, cloths, tissues, disinfectant and/or spray, bin);
 - f. behind the bar/cellar (soap dispensers, paper towels, disinfectant and/or spray, bin);
4. mops will be provided for use in toilets, kitchen and the hall - with replaceable mops heads;
5. bins will be provided with bin liners that can be removed and doubled bagged before disposal;
6. chemicals will as far as possible will be kept in child proof boxes or out of reach;
7. guidance and safety information will be posted at each safety station;
8. the heating to be checked to be operational;
9. the smoke alarms and CO monitor are checked;
10. one of the two urinals in each gent's toilet will be taped off to insure distancing;
11. fire extinguishers are checked visually and fire alarm test is carried out;
12. yearly/monthly safety checks by contractors to be carried out if they became due during lockdown;
13. there is no evidence of additional rodent activity indoors. Cleaning carried out if needed;
14. that all toilet facilities and sinks work, i.e. there are no blockages or u-bends are not dry;
15. there has been is no damage to floors, stairs etc that present a trip hazard;
16. there have been no water leaks and water damage;
17. there is no mould on surfaces or in cupboards;
18. light bulbs replaced as necessary so no areas are dark;

The hall committee will put up posters that:

- a. describe peoples responsibilities;
- b. describe safe use of facilities - such as toilets;
- c. highlight users should not use equipment without agreement, and
- d. highlight the need to clean hall or own equipment before use;
- e. ask people not to attend or leave if they have symptoms of Covid19;
- f. highlight safety risks, e.g. from cleaning substances if left in open view;
- g. provide contact numbers for people to report issues independently of event organisers.

Chairs and tables will be removed from the mail hall -e.g. chairs will be placed on the stage and tables in the passage way to the bar or the dayroom. This will help with cleaning of the hall. Use of chairs and tables will be by arrangement. Necessary additional cleaning will be carried out by the hirer or hall.

Gloves, disposable aprons and masks will be provided for cleaning staff and committee members if available. They will not be provided as a matter of course for users or attendees. Guidance will be sought and provided to staff on safe routines and use of cleaning materials. Cleaning will be carried out by cleaning staff, committee members or volunteers.



6.2 Regular Cleaning Routine

The hall committee will ensure there is an enhanced regular cleaning routine for the Hall, dayroom, kitchen, stage and toilets. Cleaning will be carried out by cleaning staff or committee members, volunteers. The PSSC will ensure there is an enhanced cleaning routine for the bar areas, cellar, games room and toilets.

The enhanced routine is that between events or up to 4 times per week (Monday, Tuesday, Wednesday & Friday) if events take place and the committee will ensure that:

1. those cleaning the hall will wear gloves and, or wash their hands regularly between cleaning;
2. aprons and masks are available for those cleaning the hall;
3. hand-sanitising and cleaning stations will be maintained, with items being replenished or topped up regularly and bins emptied;
4. hard floors will be washed and disinfected once a week - due to the time it takes to dry. Mops required for users to clean the floors if needed;
5. door plates, door handles and light switches will be disinfected appropriately;
6. carpets will be vacuumed;
7. toilets cleaned and disinfected;
8. surfaces cleaned and disinfected;
9. any equipment left out (e.g. plates) will be cleaned and returned to cupboards;
10. bin liners in the bins will be removed when full, placed in larger bin bags (i.e. double bagged) and then placed in the external bins. A new bin liner will be placed in the bin.
11. special arrangements will be made if tables and chairs or other hall equipment is used.

Additional cleaning measures will be applied if an attendee is taken ill at or subsequently after an event.

6.3 Other Health & Safety

The hall committee will continue to monitor the health and safety situation in the hall. They will ensure that the following additional measures to support safe operation during the initial stages of lockdown relaxation are taken:

- All furniture will be stored on the stage/dayroom to make it easier to clean the hall.
- There will be a gap between events to allow for checks to be made.
- The committee will respond to any concerns or issues raised.
- Tape will be used to ensure only 1 urinal is in use at any one time.
- Notices are in place about Covid19 precautions.
- Notices are in place about who to contact if anyone has concerns at any point.
- Cleaning and other staff are aware of protective measures they should take or enforce.
- Hooks and door stops are available to hold doors open.
- Marks are made on the floor to indicate approximate 2m distances.
- Non essential items, e.g. dried flowers, pots of pens etc, are removed and put in cupboards.

As cleaning materials including disinfected sprays will be in use and must be accessible, no unaccompanied children will be allowed in the hall. Safety information will be provided.

The hall trustees and committee will be in regular consultation to review the ongoing operation, to consider any changes in government guidelines and to review feedback from users and attendees. The PDCA trustees, committee and the PSSC committee reserve the right to close the hall at anytime whether before or during an event, just for a short period of a few days or a longer period of weeks/months.



7 Appendices

7.1 Hall Risk Assessment

7.2 Expected Phased Release from Lockdown

This is superseded by The Scottish Government "[route map through and out of the crisis](#)" which was updated on June 18th.

7.3 Separate Documents

7.3.1 General Conditions of Hire

7.3.2 User Proposal Template

7.3.3 Checklist for Users

7.3.4 Reporting Forms

7.4 Cost Implications (Committee Only)

For committee use only

7.5 To Do List (Committee Only)

For committee use only

