

Shildon Methodist Church – COVID-19 - Requirements for organisations to use the Community Hall

1. Organisations which make use of the Community Hall facilities are responsible for the safety of those running and attending their groups. They need to have their own risk assessments and procedures in place. They should take account of any guidance relevant to their specific activity or sector. They must ensure that the areas of the premises which they use are kept clean and sanitary for each session.
2. Licence holders are NOT permitted to enter or use the Community Hall at any day and/or time other than what is specified in the “Permitted Hours” section of their Licence agreement. Church organisations are NOT permitted to enter or use the Community Hall at any day and/or time other than those agreed by Shildon Methodist Church Council.
3. Prior to reopening, and in accordance with Government and Church requirements, organisations are required to produce a Risk Assessment. A copy of the Risk Assessment should be sent to Shildon Methodist Church Bookings Secretary two weeks prior to the organisation reopening.
4. Organisations are required to support the NHS Test and Trace system and will, therefore, need to ensure they have appropriate systems in place to:
 - a. record contact details for everyone who attends each of their sessions
 - b. to retain the information for 21 days, and,
 - c. comply with data protection requirements.
5. More information on Government requirements can be found in [Maintaining records of staff, customers and visitors to support NHS Test and Trace](#)¹.
6. Before beginning their session, an organisation must:
 - a. Ensure seating (if being used) complies with social distance requirements.
 - b. Ensure hand sanitiser in hallway is filled and also hand sanitiser is available for use in the Main Hall (there will be some available at the kitchen hatch in the Main Hall).
 - c. Ensure door handles, light switches, toilet cistern handle and toilet wash basin taps are wiped with anti-bacterial spray.
 - d. Ensure anti-bacterial wipes are in toilet area and bin is empty.
 - e. Ensure toilet has sufficient paper towels and liquid soap.
 - f. If you use the kitchen, ensure work surfaces and kitchen taps are wiped with anti-bacterial spray.
7. During the course of an organisation’s session, an organisation must:
 - a. Keep reminding those attending of social distancing rules.
 - b. Keep a check that hygiene procedures in the toilet are being followed.
 - c. Regularly wipe down well used areas, e.g. door handles, light switched, hard surfaces with anti-bacterial spray/wipes.
8. At the end of an organisation’s session, an organisation must:
 - a. Ensure all tables and chairs they have used are cleaned.
 - b. Ensure all work surfaces, crockery, cutlery and equipment they have used is cleaned.

¹ <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

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- c. Check and clean the toilet, i.e. bin emptied, toilet seat, flush lever and wash basin taps are wiped with anti-bacterial spray/wipes.
- d. All light switches used are wiped with anti-bacterial spray/wipes
- e. All door handles used are wiped with anti-bacterial spray/wipes
- f. All rubbish is bagged in a black bin bag, fastened and left in kitchen for disposal (a supply of black bin bags and bin liners are available in the kitchen)