

RE-OPENING CHECKLIST

Based on Appendix A in Acre guidance.

Task	Responsibility, action & notes
1. Advise the hall's insurers whether and when the premises will be re-opening and check any requirements.	CD. Done re pre-school; will contact again to confirm.
2. Check the security code or key logs are up to date.	GR. Updated. Single code will be issued for hirers; suggest change annually.
3. Carry out a Covid-19 Risk Assessment in consultation with any employees, if you have any. (See Appendix F) Provide to hirers.	CB. Completed.
4. Consider whether additional cleaning 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.	Additional cleaning will be required between hires – see 6 below. IH to arrange meeting with David Gudgeon CB. Deep clean is not required before re-opening – see government advice.
5. Discuss with your cleaner or contractor any changes in work patterns 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.	CD. Our regular cleaner is in the vulnerable group. CD to arrange meeting ASAP with cleaner, plus CB and AD CB to contact AD.
6. Ensure the cleaner has appropriate	To be discussed with cleaner.

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<p>PPE: ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed.</p> <p>A set of disposable PPE is also needed in case decontamination is required.</p> <p>Contractors should use their own equipment, but an employee should be provided with the necessary equipment.</p>	<p>KD suggested using a spray/fogging machine. Discuss with Janet first.</p> <p>To discuss with contractor</p>
<p>7. Flush the water system, 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 (place shower heads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant.</p> <p>Check hot water system is set at a minimum 50C. (See Chartered Institute of Environmental Health Officers guidance, link in Section 6).</p>	<p>GR to flush the system.</p> <p>GR. New taps and water heaters to be installed in toilets; to be set at required temperature.</p>
<p>8. Carry out the routine health and safety risk assessment of the whole premises.</p> <p>Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads.</p> <p>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. (For more information see ACRE Village Hall</p>	<p>Risk assessment is up to date.</p> <p>Electrical inspection completed just before lockdown. PAT was due to be completed just before lockdown, but aborted due to contractor error. Needs to be completed. However, no portable electric equipment will be in use; to be stored in cupboards.</p> <p>Fridge disconnected; kitchen out of bounds. Heating and hot water: see 7 (GR).</p>

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Information Sheet 15: Health and Safety legislation and Village Halls)	
9. Ensure the Fire Safety 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. (For more information see ACRE Village Hall Information Sheet 37: Fire Safety in Village Halls)	AB. All fire assessments and checks are up to date.
10. Provide hand wash and drying facilities: Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll, should be provided.	See 7. School has agreed to allow use of its electronic hand sanitizer in foyer, and school will provide supplies. CD has purchased further bottles of hand sanitizer. One-way system not required for initial re-opening as only small groups involved. Hirers ought to use sanitized wipes.
11. Consider "Engaged/Vacant" signage 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".	JH to provide appropriate signage.
12. Provide signage: the certificate that the premises comply with Covid-19 secure guidelines and that people should not enter if they have symptoms should be displayed at entrances (see Appendix C). The PHE posters encouraging frequent, good hand washing techniques and hygiene "Catch It, Bin It, Kill It" available on the HSE and PHE websites should be displayed. (See Section 6)	JH to manage and provide appropriate signage. See list of required signage prepared by JH.
13. Plan social distancing 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,	Plans for social distancing set out in 'special conditions' and various signs. JH to set out marking tape where necessary.

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to encourage people to wait their turn to enter and exit the hall.	
14. Prepare special hire conditions and instruct booking secretary as to any changes in the Hall's hire policy during re-opening, i.e. which bookings can be accepted, any changes to charges, and to provide hirers with a copy of the Covid-19 secure poster. (See Appendices C, D and E)	CB. Draft conditions completed and tested with two hirers. Draft to be finalized. CB to distribute final version to those hirers permitted to return, plus other necessary documents. Trustees have agreed list of hirers who will be permitted to return first.
15. Identify designated space for someone with suspected Covid-19	CB. South room. JH to provide signage.
16. Consider marketing and communications: Ensure the website has up to date information, including special conditions of hire. Advertise availability as appropriate. Ensure answerphone message is up to date.	CB. Trustees agreed draft bulletin; CB to finalize. Distribute to hirers, website and Perran News. KD to distribute bulletin to all regular hirers. GR. To update website. KD. To update answerphone.
17. Review budget forecast for 2020-21.	CD. Already completed for current financial year.

Further tasks arising from the Risk Assessment not already covered above

Task	Responsibility, action & notes
18. Regularly update the level of risk posed by Covid-19 (page 2 of the risk assessment).	CB. To be updated not less than monthly; frequency of update to be informed by data on local incidence.
19. Provide black bins in main hall and foyer to hold black bags.	CD to purchase two bins, one for main hall, other for foyer.
20. Remove padded chairs from main and replace with plastic chairs.	CB
21. Place badminton net posts in main hall and lock chair store.	CB
22. Out-of-bounds areas to be sealed off	JH.

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with black and yellow tape, plus notices.	
23. Identify location of air filter for gas warm air heating system and establish controls.	GR to seek advice from maintenance company.