**Before re-opening the hall, go through the following checklist:**

|  | **Task** | **Done** |
| --- | --- | --- |
|  | **Advise the hall’s insurers** whether/when the premises will be reopening and check any requirements |  |
|  | **Carry out a COVID-19 Risk Assessment** in consultation with any employees, if you have any. (See Appendix C) Provide to hirers |  |
|  | **Consider whether additional cleaning is required, where and when.** Consider arrangements for moving, storing and cleaning equipment. A thorough clean of the hall should be undertaken before it reopens and the subsequent cleaning regime to follow will need to be identified. Ordinary household products can be used. |  |
|  | **Discuss with your caretaker/cleaner/contractor any changes in work pattern**s required to ensure the hall meets the COVID-19 Secure guidelines. Agree any changes in writing |  |
|  | **Ensure the caretaker/cleaner has appropriate PPE:** Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. Contractors should use their own equipment, but an employee should be provided with the necessary equipment. |  |
|  | **Flush through 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 showerheads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum 50C |  |
|  | **Carry out the routine health and safety risk assessment** of the whole premises. Check the electrical inspection and PAT testing are up to date and visually check leads. 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 |  |
|  | **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 |  |
|  | **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. |  |
|  | **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” |  |
|  | **Provide signage:** The certificate that the premises comply with COVID19 secure guidelines and that people should not enter if they have symptoms should be displayed at entrances (see Appendix B). Posters encouraging frequent, good handwashing techniques and hygiene, “Catch It, Bin It, Kill It” available on the PHA websites should be displayed. <https://www.publichealth.hscni.net/> |  |
|  | **Think about social distancing arrangements** in corridors and at entrance and exits: Consider using tape to mark out a 1m plus distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the hall. |  |
|  | **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.  |  |
|  | **Identify designated space for someone with suspected COVID-19** |  |
|  | **Consider Marketing and Communications:** Ensure your website has up to date information, including special conditions of hire. Advertise availability as appropriate. Ensure answerphone message is up to date |  |
|  | **Review budget** forecast for 2020-21. |  |