



## Information to raise awareness of Coronavirus (COVID-19)


**This article contains general advice and guidance for village halls and community buildings as we enter uncertain times in our communities. This advice should be used in conjunction with information and advice given by Government and health professionals – you can get up to date information from the [Government website](#) via this link.**

As it stands at the moment, halls can remain open, however Village Hall Management Committees running charitable halls have a duty of care in providing a safe facility for the community to use.

Your committee must bear in mind that extra precautions need to be made as your hall provides a activities for those groups who are most at risk from the virus.

### **Precautions include:**

- Take notice of the Government and Public Health England websites and keep up to date with the ongoing situation
- Keep the Hall **very clean** and ensure that soap and/or hand sanitiser is available, paper towels are available and hand driers are working efficiently
- Avoid the use of hand towels
- Put up a notice about hand washing, particularly in toilets and kitchen areas. Poster available here: [Catch it bin it kill it](#)

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- Advise hirers that they are expected to act responsibly and take notice of Government and Public Health England advice which includes who is and isn't allowed to be in public spaces
  - Regarding cancellation of any bookings follow the steps in their hiring agreement and activities in the event of the hall having to close, we suggest that you contact your insurance company to discuss what may be covered under your insurance policy regarding cancellation of events
  - Additional poster you may like to display at your hall please see the button below to download

### [Coronavirus PosterDownload](#)

As a management committee you might like to meet (either in person or by email) to consider the following aspects:

- **Review your hiring policy and procedures** – As a committee decide on the appropriate way forward during this time, do you intend to relax your current policy? If you don't have a hiring policy in place this might be a good time to write one. Make sure you minute all decisions taken on the appropriate way forward.
- **Succession planning for your committee** – if key members of your organisation are unable to undertake their role due to self isolation and illness are there other trustees/volunteers who can step in? Plan ahead!
- **Staffing** – Consider how to support and cover for absence. Check Government advice on statutory sick pay <https://www.gov.uk/statutory-sick-pay/what-youll-get>
- **General cleaning and deep cleaning procedures** (should they be required, plan ahead) – it is important your hall is kept as clean as possible during this time. Ensure your cleaner has the appropriate materials and protective gloves etc to carry out their role. Disinfect areas such as door handles and other places that come into day to day contact.

- **Consider any advice from your insurance company** (example provided below from Norris & Fisher)

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**Norris and Fisher has issued the following statement on insurance:**

### **Coronavirus Advice for Village Halls**


We have received a number of enquiries as to whether Village Halls would be insured should they be forced to cancel activities or if hirers cancel their bookings owing to COVID-19. The Business Interruption cover under the policy would not provide cover for this type of loss so there is no insurance for loss of earnings. If there were to be a pandemic it would be beyond the capability of insurers to pay for such losses.

Some of our halls have asked their hirers to ensure that, if one of their members is ill, they should not attend the Hall. Should a visitor have been in contact with anyone suffering from the virus they should self-isolate. However, if an outbreak of COVID-19 were to be traced to the Hall it would not be possible for you to be held liable. In addition it may be best to ensure you have a good supply of soap, hand sanitisers and paper towels.

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## **Advice for Community Groups**

- Group members must advise the rest of the group if they are self-isolating
- The importance of hand hygiene
- Cancellation of events:
  - If your group is an planning event which will bring together large numbers of people, keep your plans under review. If your events depend on volunteers, be aware that some may prefer to stay home.
  - If you are hosting a formal meeting, such as an AGM, plan for reduced attendance or the need to move locations and times

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- meetings and refer to your organisation's governing document to see what it says about remote participation and quorum
  - Check cancellation policies for venue bookings you've made or are about to make
  - Hosting a group meeting: Some members may prefer not to attend a group meeting, therefore consider:
    - Is the meeting is really essential or can it be cancelled or postponed?
    - Consider electronic alternatives such as Skype, WhatsApp, FaceTime. **No one should be made to feel that they must attend**

If you have any questions please get in touch.

Best wishes

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