



Parracombe Village Hall

COVID-19 event organiser's notes – updated August 2021

A general Covid-19 risk assessment is provided for you to download. Please read through this and then create your own supplementary risk assessment (template provided) that is specific to your usage of the hall.

If you decide to implement 2m social distancing the hall is divided into 2m squares which can be used according to the event. Please note that access to the toilet will need to maintain social distancing of 2m. There is a sanitising station by the entrance door and this should be used by everyone as they enter the building.

Once you have your own risk assessment please email this to pvh@parracombe.org.uk.

Please inform participants before entry about your Covid-19 prevention procedures and be sure to insist on wearing of face coverings at all times except when attendees are eating, drinking or exercising or are exempt from wearing them.

Ask people to scan the QR code for Track & Trace located in the entrance lobby.

Keep a record of attendees at your event for 21 days – names and phone numbers.

Only the disabled toilet is in use – bar area, kitchen ladies and gents toilets are closed.

Please clean the hall as per the checklist provided.