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Re-opening your Village Hall or Community Building following Covid-19



Friday 3rd July 2020 10:30am – 11.30am

What we will cover today

- Background
- Planning for re-opening
- Social Distancing at Village & Community Halls
- Risk Assessment for COVID-19
- Cleaning and encouraging good hygiene
- Hiring Arrangements
- Employees
- Finances

Background

ACRE Information Sheet

Re-opening Village and Community Halls post COVID-19 closure



Department
for Environment
Food & Rural Affairs



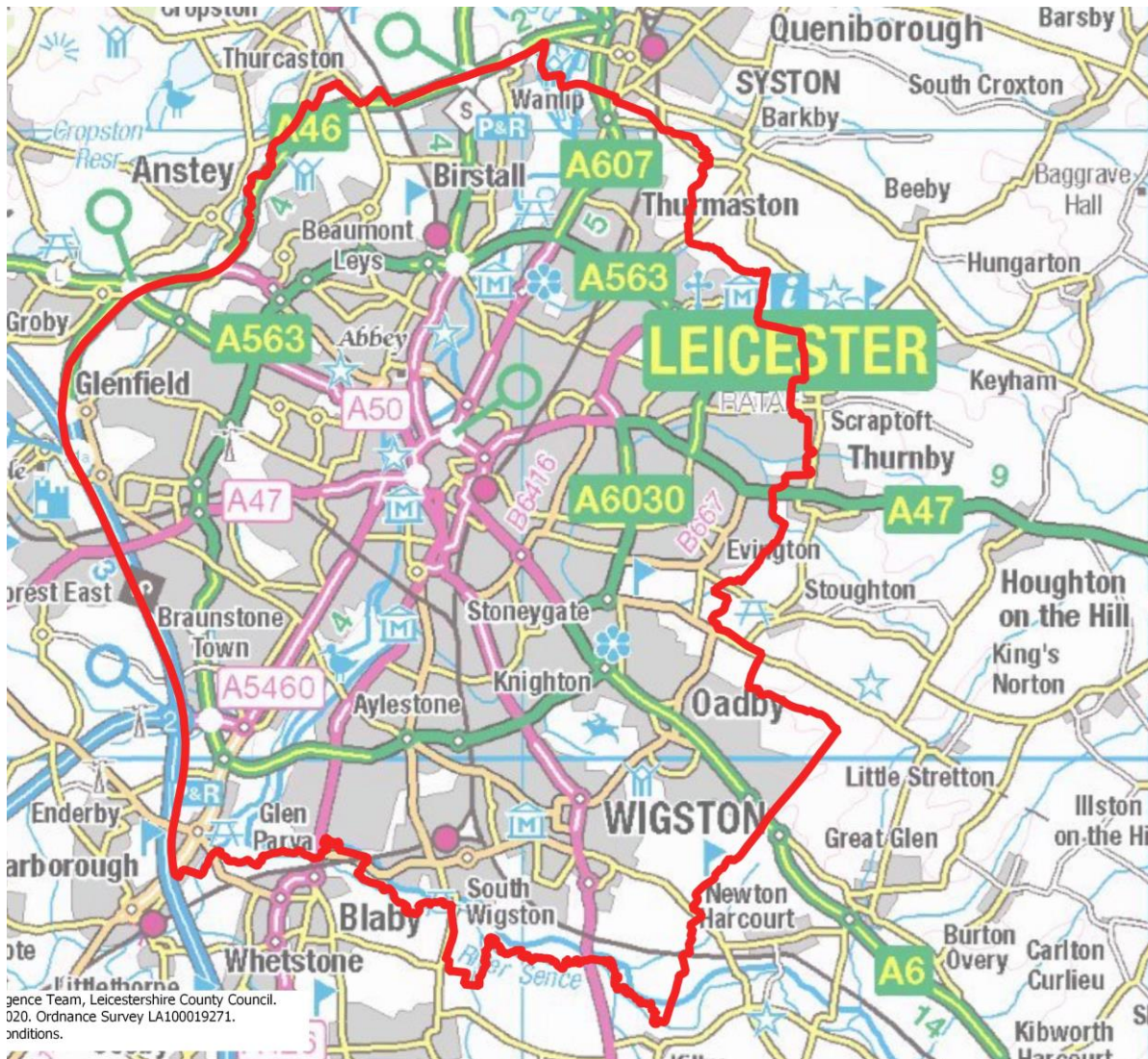
Ministry of Housing,
Communities &
Local Government

- Produced with relevant Government departments and ACRE Network members to assist trustees with the practicalities of re-opening Village and Community Halls.
- Issued week beginning 15th June 2020 and likely to be updated in accordance with any subsequent Government guidance.

Planning for re-opening

Do not re-open until you have identified the necessary safety, compliance, management, and operational issues and established a plan to address and mitigate them.

You are not obliged to re-open immediately from 4th July and it would be unwise to do so if you have not been through that process.



Blaby District:
*Braunstone Town
(including Fosse
Park)
Glenfield
Glen Parva
Leicester Forest
East (East of the
M1)
Thorpe Astley*

Charnwood:
*Birstall
Thurmaston*

**Oadby and
Wigston**
All areas

Planning for re-opening

The COVID-19 Secure Guidelines

- Minimise contact with individuals who are unwell
- Clean your hands often
- Respiratory hygiene “Catch it, Bin it, Kill it”
- Regular cleaning of surfaces that are touched frequently
- Maintain social distancing where possible

Appendix C

Poster

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall cleaner on [insert a contact number] and alert the organiser of the activity you attended.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **"Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/cannot] clean all surfaces at the hall between each hire.
8. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
9. **Keep the hall well ventilated. Close doors and windows on leaving.**

This hall was last cleaned at [insert time]
date]

am/pm/eve on [insert

Planning for re-opening

Social Distancing at Village & Community Halls

- Size and layout of premises
- User groups to consider their activities in line with social distancing
- Managing people - entrances, exits and pinch points

Planning for re-opening

Social Distancing at Village & Community Halls

- Implementing a one-way flow in and out of the premises
- Some lapse in social distancing may be difficult to avoid
- Wearing face coverings

Planning for re-opening

Social Distancing at Village & Community Halls

- Consultation with regular user groups
- In case of emergency

Planning for re-opening

Social Distancing at Village & Community Halls

Premises which are COVID-19 secure will be able to hold more than 30 people, subject to their own capacity limits, but individual groups within a gathering should not interact with anyone outside the group they attend with.

This appears to mean that social distancing between groups of up to 2 households will be required indoors, so at activities seating will need to be arranged accordingly.

Dorothy Smith <dorothy@andover.co.uk> **Appendix B**

COVID-19 Re-opening Questionnaire
Adaptation of document shared by Witcham Village Hall, Cambridgeshire

In order for Trustees to make a robust plan of action in readiness for any proposed opening of Village Halls by the Government, it would be extremely helpful if you could complete and return the following questionnaire by2020. This can either be via email or paper versions can be left at:

Name of Group

Name of person completing form:

Address:

Postcode:

Email:

Home Tel:

Mobile Tel:

Please tick appropriate answer		
1	How likely are you to return to use the hall?	Yes No Maybe
2	If you wish to return when would you consider returning?	July Aug Sept Oct Later
3	When you return would you wish to hire the hall for normal sessions or would you like something different?	Normal Different
4	Which day of the week do you prefer to hire the hall?	
5	What is your preferred time for hire? Must include time for: <ul style="list-style-type: none"> • set up • pack away time • sanitisation of groups personal equipment stored at hall 	From To
6	Can you be flexible with hire times?	Yes No
7	If only a morning, afternoon, or evening slot available which would you prefer?	Morning Afternoon Evening
8	Which rooms are required?	Main hall

Planning for re-opening

Risk Assessment for COVID-19

- Village hall trustees must consider the COVID-19 Secure guidelines and should undertake their own COVID-19 Risk Assessment to ensure that their staff (cleaner, caretaker) and trustees are safe.
- Going through a Risk Assessment process and working out the areas of greater and lower risk will hopefully enable a “common sense” approach to which hirers can adapt.

Appendix F

Sample COVID-19 Risk Assessment for re-opening Village and Community Halls – June 2020

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.
Staff, contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.	Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Provide screen for any reception office.	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.

Planning for re-opening

Cleaning and encouraging good hygiene

- Frequency of cleaning, based on an assessment of risk, and use of the building.
- Provide sanitiser at every entrance/exit and in meeting rooms

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



NHS

Planning for re-opening

Cleaning and encouraging good hygiene

- Resources (staff, finance, volunteers)
- Hirers
- Cleaner/Caretaker

Planning for re-opening

Hiring Arrangements

- Allowing longer between hires
- The committee deciding which hirers can begin to use the hall pending Government guidance

Planning for re-opening

Hiring Arrangements A Risk Based approach

- The following points should be considered in risk assessing each potential hirer:
 1. *Can attendance at indoor activities be limited to the capacity figures the hall sets to comply with social distancing?*

Planning for re-opening

Hiring Arrangements A Risk Based approach

2. *The likely age of those attending.*
3. *Are the organisers willing to clean regularly used surfaces before the event, while it takes place and before leaving?*
4. *Will very young children be attending, who would find social distancing difficult, or babies who would remain in buggies or with their parents?*

Planning for re-opening

Hiring Arrangements A Risk Based approach

5. *It may be possible to hold some activities outdoors over summer. If so, what arrangements will be made in the event of rain or a cold snap?*
6. *Will other organisations be using the premises at the same time?*
7. *Guidance is likely to be issued by other organisations e.g. by DCMS for indoor exercise who may advise against re-opening for a period.*

Planning for re-opening

Hiring Arrangements A Risk Based approach

Permitted:

1. *Activities which provide essential services, already permitted*
2. *Maintenance and other forms of employment*
3. *Activities which can be held outdoors and where social distancing can be readily achieved among small numbers*
4. *Activities held indoors where smaller numbers of people attend:*

Planning for re-opening

Hiring Arrangements **A Risk Based approach**

Requiring more careful management:

- 5. Small events providing catering*
- 6. Activities for children and young people*
- 7. Public meetings & public consultation events*
- 8. Other larger events including those with seated audiences*

Planning for re-opening

Hiring Arrangements A Risk Based approach

Requiring more careful management:

9. Weddings and wedding receptions

10. Celebration events

11. Social Clubs and bars

Planning for re-opening

Hiring Arrangements **A Risk Based approach**

**Not permitted at 4th July, awaits further
Government guidance:**

12. Indoor sport and exercise classes

*13. Outdoor sports involving bodily contact or
competitions, or a ball shared by many players*

14. Live Performances

Planning for re-opening

Hiring Arrangements

- Hirers will need to be given instructions, guidance and responsibility via special hiring conditions which should be attached to their usual hire agreement. These should be issued in writing and signed or accepted by the hirer in all cases. See **Appendix E** for sample special hire conditions.

Appendix E

Sample Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire. (See also ACRE's Model Hiring Agreement)

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3:

EITHER: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

OR

The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than [insert number] people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than [e.g. two] people use each suite of toilets at one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape [insert or attach drawing or photo].

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided [insert location] before you leave the hall.

SC10:

[You will encourage users to bring their own drinks and food] or [You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.]

SC11:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is []. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall cleaner on [insert tel no:].

SC13:

Other special points as appropriate.

E.g. For performances and other events with seated audiences: [You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row].

E.g. Where a group uses their own equipment:

[You will ask those attending to bring their own equipment and not share it with other members] or [You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards].

E.g. [The hall is equipped with passive infra-red detectors which means that lights and taps come on automatically in the following areas: Please remind people not to touch these switches or taps.]

E.g. [You will not attempt to clean the following items, which will be the responsibility of the hall cleaner]

Planning for re-opening

Hiring Arrangements

- Hirers should be provided with a copy of the hall's COVID-19 Risk Assessment. You may wish to ask to see a copy of their own COVID-19 Risk Assessment. The sample at **Appendix G** can be shared with user groups.

Appendix G

Sample COVID-19 Risk Assessment for hirers of Village and Community Halls

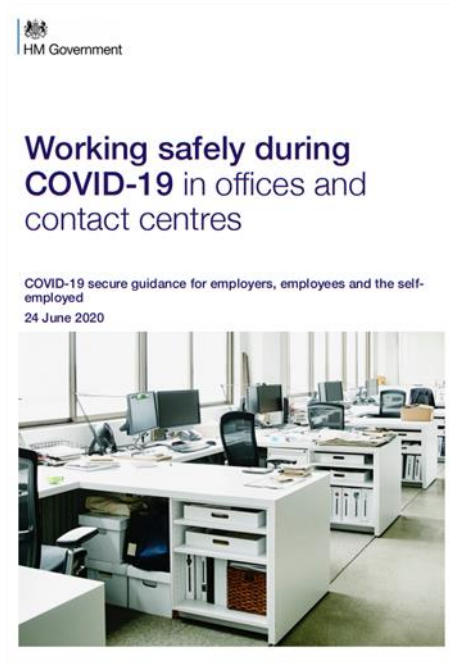
This sample document can be used as a guide to help your hirers produce their own COVID-19 risk assessment for use of your hall. Please be prepared to help them complete it in the light of your own premises. It is intended as a supplement to a group's ordinary Risk Assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	

Planning for re-opening

Employees

- Where a hall has employees, guidance can be found in the BEIS guidance on workplaces for offices and contact centres and 5 steps to working safely



Planning for re-opening

Employees

- In addition to carrying out the hall's ordinary risk assessment before re-opening, the hall should follow HSE advice for an employer's Risk Assessment for COVID-19, which involves:
 - *Identifying what work activity or situations might cause transmission of the virus.*
 - *Thinking about who could be at risk.*
 - *Deciding how likely it is that someone could be exposed.*
 - *Acting to remove the activity or situation, or if this is not possible, control the risk.*

These points are addressed in the Sample COVID-19 Risk Assessment at **Appendix F**.

Appendix F

Sample COVID-19 Risk Assessment for re-opening Village and Community Halls – June 2020

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.

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Planning for re-opening

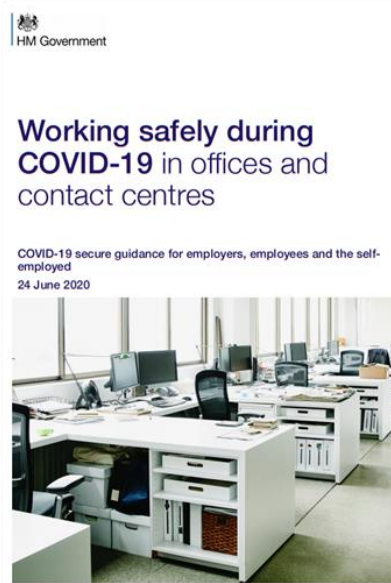
Employees

- HSE guidance is that no one is obliged to work in an unsafe work environment and that in the risk assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19. If that is the case with your hall cleaner/caretaker you may need to make alternative arrangements for the time being

Planning for re-opening

Employees

- BEIS guidance and other references in Section 6 (*Government Guidance and other references*) may help you address questions or concerns from employees or self-employed contractors about COVID-19.



Planning for re-opening

Finances

- The Retail, Hospitality & Leisure Grant (RHL Grant) of £10,000 (£25,000 for premises with a rateable value over £15,000) is available to charitable village halls and sports buildings from your Local Authority. This can be used to meet such costs and any costs incurred in re-opening, as well as fixed costs incurred during closure. Under the Extended Retail Discount (ERD) charitable halls should also receive 100% rate relief for 2020/21.

Planning for re-opening

Finances

- A hall which is ineligible for the RHL Grant or ERD e.g. a church hall or parish council run hall may seek Discretionary Grant support from their local authority.

Planning for re-opening

Finally..

Before re-opening the hall, visit the RCC website and check for any updates.

**Then go through the following checklist
Appendix A**

Appendix A

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

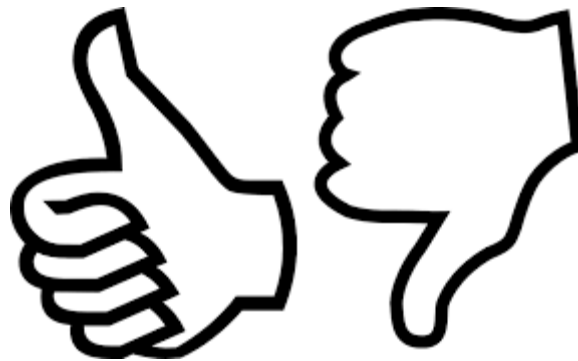
	Task	Done
1.	Advise the hall's insurers when the premises will be re-opening and check any requirements.	
2.	Check the security code or key logs are up to date.	
3.	If a Pre-school is using the premises, check any adjustments to hire arrangements needed for other hirers e.g. arrival/departure times, access to kitchen or toilets. (See Section 3 above)	
4.	Carry out a COVID-19 Risk Assessment in consultation with any employees, if you have any. (See Appendix F)	
5.	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.	
6.	Discuss with your caretaker/cleaner/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.	
7.	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.	
8.	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 and wipe up afterwards with household disinfectant.	
9.	Carry out the routine health and safety risk assessment of the whole premises. Check the electrical inspection (required every 5 years) 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. (For more information see ACRE Village Hall Information Sheet 15: Health and Safety legislation and Village Halls)	
10.	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)	
11.	Provide hand wash facilities and paper towels: Hand dryers are not recommended for use at the present time as they could disperse droplets containing the virus into the air and should be taped off. Hand sanitiser	

	needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls and cleaning products, including disposable cloths, should be provided.	
12.	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".	
13.	Provide signage: The certificate that the premises comply with COVID-19 secure guidelines should be displayed at entrances (see Appendix C). The PHE posters encouraging good handwashing techniques and hygiene "Catch It, Bin It, Kill It" available on the HSE and PHE websites should be displayed. (See Section 6)	
14.	Think about 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, to encourage people to wait their turn to enter and exit the hall.	
15.	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, and to provide hirers with a copy of the COVID-19 secure poster. (See Appendices C, D and E)	
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.	

Questions?



Was this useful?



Get in touch



info@ruralcc.org.uk



01455 856 330

<http://www.ruralcc.org.uk/>



Thank you

