



Founded in 1924 through a bequest by the late Mrs G Henty
90, Ferring Street, Ferring, BN12 5JP

To:

All Trustees
All Hirers
Ferring Village Hall Website

12th September 2020

FERRING VILLAGE HALL COVID-19 INCIDENT ACTION PLAN

1. **Introduction.** The COVID-19 pandemic has now been with us for well over six months and has had a huge impact on almost every part of our society, our economy and our well-being. Recent relaxations in Government imposed restrictions has enabled the Management of Ferring Village Hall, following extensive study, risk assessments and consultation by its Sub Committee, to embark on a re-opening programme. The Management has put in place all the signage, safety and hygiene measures required by the Government and conducted user trials, but the very nature of the threat is such that even the most extensive and rigorous prevention measures cannot guarantee total prevention of transmission.
2. **Situation.** Following the recent short trial period, further consultation, a number of relevant UK incidents and changing daily statistics, the Management have determined that they should have a well-publicised and rehearsed action plan that can be quickly initiated to respond to:
 - a. **Positive Test Result:** When or if any trustee, hirer, user or visitor of the Hall tests positive. This will trigger an immediate action plan designed to ensure that we “Stay Alert, Control the Virus and Save Lives”.
 - b. **Notable Statistical Increase:** When or if any notable statistical change occurs. This will trigger a detailed management response designed to control and manage all aspects of the statistical change in a measured way.
3. **Aim.** The aim of this instruction is to recognise that our community and hirers rightly expect the opportunity to enjoy the Hall free from danger but not at any cost. In order to deliver and maintain a safe environment the Management will employ certain necessary procedures to **Stay Alert** and then take robust, timely and appropriate measures to **Control the Virus** and **Save Lives**.
4. **Definitions.**
 - a. An incident is defined as any positive Covid-19 test result traced or linked to the Hall and confirmed by the individual (or family member), hirer, trustee or the Government’s Track and Trace Service.

Privacy Notice and Consent Policy

Ferring Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, fundraising, running and marketing events of the hall and its fundraising activities and where required under government instructions for the control of Covid-19. Data may be retained for up to 7 years or longer where required (e.g. by our insurers). If you would like to find out about how we use your personal data or want to see a copy of information about you that we hold, please contact the Hall Secretary.

- b. A notable statistical increase is defined as any increase that exceeds a published R Rate of 1.2-1.3 Nationally; 1.1-1.2 in the South East or 1.0-1.1 in our Local Authority Area or if directly advised of a notably dangerous increase by the Government or Local Authority.
5. **Verification.** Any incident reported should be verified as soon as possible and in as much detail as possible ideally by obtaining exact details of When (Day and Time), Where (Room etc), Who (Name, Age, Contact if possible) and How (Name/Contact details of Club, Group, Hirer). Calls from the Government Track and Trace Service should be supported and actioned as a priority.
6. **Incident Actions.** The hirer is asked to immediately inform (24 hours a day) the Hall by telephone and email of any likely or confirmed Covid-19 case(s) using the contact list at paragraph 10. This should be by personal phone with a back-up email to ferringvh@gmail.com. The trustee/individual being informed will:
- Record and verify all details as reported above.
 - Inform **for action** the Chairman, Vice Chairman, Secretary, Treasurer and Booking Secretary by email and phone or in their absence any other trustee. The first trustee available from this list should assume control and take charge of the incident. The trustee in charge is authorised, under this instruction, to take the measures listed below without recourse to other trustees.
 - The trustee in charge should copy details to all other trustees by email for information. Help may be needed later on.
 - The Booking Secretary should be tasked by the trustee in charge to immediately email all hirers advising them of the incident and warning them of **an immediate quarantine closure of at least seven full days**.
 - The Hall Cleaner should be tasked to conduct a thorough deep clean at the start of the next day (incurring overtime charges if necessary). The cleaner is to report back to the trustee in charge when this has been done. **NOBODY** other than the cleaner(s) is to enter the Hall unless and until the deep clean has been successfully completed and reported.
 - The trustee in charge is to personally visit, but not enter the hall, in order to display "Closed due to COVID-19, Do not Enter" signs on all entrances. If necessary, another trustee should be tasked to visit the Hall just before the start of the next day's hirings to ensure that the Hall remains closed and unoccupied.
 - The trustee in charge should be prepared to respond to any press enquiries with a simple statement of fact relating to the actions taken by the Hall post incident. The trustee must not release any personal data related to the incident.
 - Reopening the Hall or extension of the quarantine closure will be authorised following due consideration by a majority decision of the trustees in accordance with extant government and local authority instructions.
7. **Notable Statistical Increase.** This aspect provides baseline figures which will trigger positive management action when any increase is confirmed that exceeds an R Rate of 1.2-1.3 Nationally; 1.1-1.2 in the South East or 1.0-1.1 in our Local Authority Area or if directly advised of a notably dangerous increase by the Government or Local Authority. Management action will include:

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- a. Sub Committee will confirm the exact numerical details and nature of the statistical increase.
 - b. Sub Committee will check Government and Local Authority information portals to confirm any planned or probable changes to their instructions or guidance.
 - c. Sub Committee will inform the Chairman and Secretary of their findings and recommendations within 24 hours of the notable change in order to determine the need or otherwise for:
 - i. An emergency full management meeting.
 - ii. Planned closure of the Hall.
 - iii. Any new or additional measures to ensure continued compliance with Government and Local Authority instructions and guidance.
8. **Updates.** Following promulgation of an incident the trustee in charge is asked to circulate periodic updates (at least every 24 hours) to all trustees and to hirers at least weekly. When there has been a Notable Statistical Increase trustees should monitor the news and their emails regularly to ensure that they are as informed as possible.
9. **Record of Events.** All relevant communications including dates, times, events and contact details should be retained for use by the Track and Trace Service and for future reference.
10. **Contact List.** Key contact details are shown below:

Role	Appointment	Email	Telephone
Contact	Vice Chairman	ferringvh@gmail.com	07551920785
Contact	Secretary	ferringvh.sec@gmail.com	07788914195
Contact	Treasurer	ferringvh.acc@gmail.com	07826423054
Trustee Lead	Maintenance	ferringvh@gmail.com	07442119331
Trustee Lead	Booking Secretary	ferringvh@gmail.com	07847309351
Assistant	Bookings	jolleyjanetfvh@gmail.com	07759043636

Peter Phillips
Vice Chairman Ferring Village Hall
Chairman Sub Committee
for and on behalf of
The Chairman

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Coronavirus

Stay alert to stay safe

To control the risk of infection:

- **Stay home as much as possible**
- **Limit contact with other people**
- **Keep a safe distance from others if you go out**
- **Keep washing hands regularly**

**For more ways to stay safe go to
gov.uk/coronavirus**

Stay alert. Control the virus. Save lives.

Information from the Government and NHS.

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

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