**VICTORIA HALL PLANS FOR POSSIBLE REOPENING**

The C&DCC said it would review the situation after the use of the Hall for the Scottish Elections on 6th May. Once all the necessary protocols and precautions were put in place (one way systems, social distancing etc.), this proved to be a useful exercise in understanding what will be necessary for the Hall to reopen. In addition we are taking guidance from the HTSI (Highland Third Sector Interface) as to how we might be able to reopen the Hall, as well as seeking Highland Council support. Obviously Scottish Government decisions will impact this whole process, but it is clear that (sadly) the previous welcoming, flexible way we rented out the Hall is likely to be a thing of the past. We are responsible for not only establishing clear guidance as to what is required, but also making sure that a hirer follows that guidance. These requirements make no allowance for whether the Hall is run by volunteers or paid staff. Health & Safety is the priority and cannot be ignored.

What does this mean for the Victoria Hall?

**OUR OBLIGATIONS**

1. We have to ensure that the way we run the Hall has to keep people safe and stop the spread of the virus.
2. We have to ensure that use of the Hall is in line with all Health Protection guidance.
3. We have to ensure that all users of the Hall follow and practice the guidance that we establish for the use of the Victoria Hall.

**WHAT MUST HAPPEN**

1. To calculate the PDBC (Physical Distance Based Capacity) for the Hall, based on all users maintaining the required social distancing (currently 2m).
2. We will complete a full Venue Risk Assessment of the Hall, which will include the PDBC, how the space will be used, how entry and exit points will be used, what cleaning routines are required, what gaps between lettings are needed, what signage is required and, given the extended closure of the Hall, what health considerations need to be addressed (e.g. required building repairs, water supply hygiene etc.)
3. We will create a completely new Booking Form to reflect all aspects of the Venue Risk Assessment results. This new Booking Form will require all hirers to accept all the Hall’s guidance and responsibilities for ensuring the delivery of this guidance by all users. All hirers will be required to complete their own Risk Assessment that covers their particular activity or event and to submit this to the Hall with the Booking Form. The Hall will then hopefully confirm that the booking’s risk assessment conforms to all the Hall’s requirements. Currently all users of the Hall will be required to wear face masks, except when consuming food/drink and for medical exemption reasons.
4. The cost of cleaning between lettings will probably need to be added to the hire cost.
5. The hirer will be required to keep accurate Test & Protect records (details to be supplied) with verified contact details. We will be required to make sure the hirer is following the conditions of hire.

**PRACTICAL TIMETABLE FOR REOPENING**

1. PDBC for the Hall now calculated as 62, based on 155 square metres, for 2m social distancing.
2. Accept that there is little point in reopening the Hall before we are in Level Zero (currently suggested by the Scottish Government for 19th July). Too many restrictions, for indoor use, before then.
3. Use July (post 28th June) to trial Youth Cafe limited use (kitchen and toilets only), in support of their Summer Programme (as per WHAT MUST HAPPEN above and all the required venue and event risk assessments).
4. From early August restart bookings (as per WHAT MUST HAPPEN above).

This plan will be monitored on a weekly basis, and any update will appear on the Cromarty Live website. The C&DCC, at its meeting on 28th June, will review, update and confirm/alter this timetable/plan.