

ELLESMERE TOWN COUNCIL

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Ellesmere Town Hall Return to Service Plan

Following the Government's roadmap, Ellesmere Town Council will slowly be able to start be allowed to start re-opening to certain customers from 12th April 2021 onwards.

A risk assessment has been carried out and is attached.

Method Statement

The Town Hall staff will begin to return to work and will be undertaking a deep clean of the building prior to our first booking on the 15th April. Upon return a return to work talk with details about keeping themselves safe and best practise for cleaning of the hall as per the Government guidance 'Cleaning non-healthcare settings' will be given, and all necessary PPE will be issued.

We have again sent out a Covid -19 Reopening questionnaire to all our Town Hall users as well, together with a copy of our risk assessment, guidance for keeping the Town Hall Covid Secure and a list of special conditions of hire for when they do return (copy attached).

As of the 12th of April, all child related activities will resume as per government guidance.

As of the 17th of May, as the rule of six indoors is anticipated to be re-introduced, all users that were able to return to the Town Hall prior to the latest lockdown will be returning.

According to the Government roadmap all lockdown restrictions will cease as of 21st June, when all remaining regular hirers will be able to return should they wish to along with any new hirers.

We already installed several hand sanitisers around the building in 2020 along with signage raising awareness of good handwashing techniques and other hygiene behaviours such as coughing and sneezing (Copies attached).

Social distancing signs are clearly on display throughout the building along with a list of guidance for contractors and visitors to follow (copy attached).

Social distancing markers will be in place externally for people waiting to enter the building.

Each room is clearly marked out into 2 meter blocks, so that people can clearly see the required distance to keep themselves safe as will the communal areas.

Birthplace of
Eglantyne Jebb



The one way system that was put in place during the last re-opening will remain in force, so that the main door into the foyer is used as the entrance to the building and that the fire exit point of each room hired will act as the exit.

Use of the kitchen will be on either a first come first serve basis or use may be limited totally depending on demand. All hirers will be encouraged to bring their own food and equipment where possible.

All hired rooms, kitchen & toilets will be cleaned by the caretakers in between booking and hirers are encouraged to keep hard surfaces regularly cleaned during use.

