

Ceddesfeld Hall

home of the



Sedgefield Community Association
Ceddesfeld Hall
Rectory Row
Sedgefield
TS21 2AE
01740 620341

July 15th 2020

Dear Section, Group Leader, Member

On behalf of the SCA may I wish you well and hope that you have managed to get by through these very difficult times.

The Trustees have begun preparations to risk assess reopening, perhaps on a part time basis in the first instance. As part of these preparations it will be useful to know what your expectations and thoughts are on your group returning to Ceddesfeld.

As things stand at the moment, the suggested, proposed restrictions on reopening include:

- Part time hours – 2 or 3 days a week
- Social distancing under the 2m rule where possible, 1m+ within pinch points and corridors – use of face masks in enclosed spaces may be mandatory
- People capacity at a much lower level – Government guidance states that social interaction must be limited to two households only. All unnecessary furniture will be removed

Lounge - 3 pedestal tables only – potentially only 3 people. If people are from the same or/plus one other house hold or support bubble they can sit together, (up to 4 people around a table) so increasing maximum number potentially to 12

Main Hall – 6 pedestal tables – potentially only 6 people. If people are from the same or/plus one other house hold or support bubble they can sit together, (up to 4 people around a table) so increasing maximum number potentially to 24

Upstairs meeting rooms – 6 people maximum

- Users will be asked follow strict hygiene procedures for hand washing and to agree to wipe down surfaces (table tops/back of chairs etc), use hand sanitizers and follow a one way system using the front door for entry and the side fire door as an exit
- Plastic chairs will replace the upholstered chairs for the time being
- The kitchen will remain closed for now – users may bring their own cups/drinks/biscuits

- One person only in the lift – unless accompanied by a member of their own household or support bubble
- One person only allowed into the toilets at any one time, unless accompanied by a member of their household or support bubble
- A register of people attending, including contact/trace details will need to be taken at every meeting. Any data collected will be kept for 21 days
- Groups may be asked to complete their own risk assessment for a safe return. Members of SCA can help with this
- The bar may open once all risk assessments are in place. This is at the discretion of the bar committee and through agreement with the Trustees
- The lawns and grounds could be used and there is room to spread out. Guidance stipulates that in outside spaces, groups of 6 people from different households can sit in a socially distanced way (at least 1m apart). Permission to use the lawns must be obtained from Sedgfield Town Council.

These restrictions are extremely limiting, but the Trustees have a legal responsibility under health and safety law and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable. The hall is run by volunteers, for which Trustees also have responsibility.

Certain groups of people are at increased risk of severe disease from coronavirus, including all people aged 70 or over. Government guidance stipulates that such individuals are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others from outside their household. Unfortunately, this particular piece of guidance will affect many of our regular and long standing sections and members.

So, all this being said, and despite very limiting safety restrictions, SCA may be able to go ahead with a limited reopening of facilities in the coming weeks. It will be useful if you can inform us of what your group's intentions are going forward. Even if you know that under current restrictions you cannot return for the next few months, do still let us know. Government advice is to continue to hold virtual meetings if you can. We know many of you have done this very successfully. If this is not possible, you could perhaps think along the lines of dividing up meeting times. We may well have an option to move groups into the hall which will provide more than your usual space. We're open to suggestions and will do what we can to help, but safety will always come first. The first thing we need to know is when you may want to return, under the current restrictions.

If you have any queries, please call or email.

Please respond by 24th July via email to: gillwendy@hotmail.co.uk or sarah.guest16@gmail.com

Please respond by 24th July via telephone to: Wendy Gill on 01740 620206 or Sarah Guest on 01740 622185

We look forward to hearing from you soon,

Thank you,

Wendy Gill Chairman of SCA

Ceddesfeld Hall

Charity Registration No. 519953

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