

## **Bedfordshire Area Group – Association of 16mm Narrow Gauge Modellers**

### **Best Working Practice - Club Meetings and Runnings Days at Eaton Bray Village Hall**

This assessment has been prepared to enable our Group to safely resume our meetings as and when the Trustees of the Village Hall can re-open the venue. It should be born in mind that the Hall Trustees will also impose their own Rules for groups using the Hall which we will have to adhere to. Where there is a conflict between the Hall's Rules and ours the Hall's will take precedence.

We should also bear in mind that many of our members fall within the high risk age bracket and some have underlying health issues which puts them at an even greater risk. In preparing these guidelines I have tried to keep things as normal as possible while maintaining the Guidelines on Social Distancing advised by the Government.

It is recommended Members wear a Face Cover during the meeting, naturally they will need to remove them to eat and drink.

<b>Area/Activity</b>	<b>Guidelines</b>
1) Under Stage Storage	<p>By its very nature, the under stage storage area has limited space which will make Social Distancing difficult.</p> <p>Only two people under the Stage at any one time, one to get the boards from the storage area the second to pass the boards to another member waiting at the stage opening.</p> <p>Bump Caps must always be worn including entering and leaving the under stage space.</p>
2) Building the Layout	<p>Only one Layout will be in the Hall at any meeting and should be erected in the centre of the Hall to allow free movement around the layout.</p> <p>Members will collect the boards one at a time from the under stage team and place in the centre of the Hall. Working in teams of three, members to assemble the layout maintaining social distancing.</p> <p>Suggest one to support the board the second to fit the legs and the third to fix the nuts and bolts. Once the boards are secure, they move away, and second team adds the next board.</p> <p>The number of teams is only limited by the number of members present to help.</p>

Area/Activity	Guidelines
3) Steaming Up and Running	<p>At any one time only two members running their trains will be allowed inside the layout. Running Slots will be 30 minutes with the inner and outer offset by 15 minutes (as current practice).</p> <p>Two 4ft tables will be placed one at each end outside the layout adjacent to the sidings. These tables will be used to prepare your Loco, when ready to light the gas it should be placed in the adjacent siding while remaining outside of the layout. While steam is raised you should assemble your rolling stock on the siding.</p> <p>When your session is complete you should immediately place your loco on the inner siding to cool down and leave the inside of the layout. Remove your stock from the layout once you are outside. With careful timing the next driver should be ready to take your place inside the layout. If we all observe these guidelines, we should be able to achieve a relatively normal running session.</p>
4) Catering and Socialising	<p>We will still have access to the kitchen for water to prepare drinks but having all members handling the same kettle comes with a risk. It would be far better if members bring their own drinks from home, we have a supply of disposable cups at the Hall to avoid the need to use the groups mugs.</p> <p>Tables will be placed around the Hall to allow members to sit and have their lunch, if we use 6ft tables we should be able to have up to 3 members per table and still maintain social distancing and hold a conversation.</p>
5) Break Up and Storage	<p>The breakdown and storage should follow the same pattern as the build-up but in the reverse order with the same guidelines for handling and storage of the boards followed.</p>