

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 28th October 2021**

Participating:

Melvyn Wooding (Chair), Raymond Dyer, Andrew Seaman, Arthur Wright,
Peggy Deards, Sharen Hegarty (Trustees)
Adrian Dale (Clerk)

2021.16 Ventilation Options – Report by the Clerk

Back in early February 2021, I warned you of my concerns over ventilation in the Village Hall. I had been following the scientific research on COVID-19 transmission and was convinced that indirect transmission in buildings via airborne aerosols was one of the biggest risks we all face. I started to seek advice from air conditioning suppliers but also researched any other options that might help assess and address our risk.

On 30th April 2021 the World Health Organisation (WHO) released updated guidance suggesting that Governments should place far more emphasis on the ventilation of indoor spaces. This prompted me to research the whole subject of carbon dioxide levels as a good proxy for air quality and I suggested the purchase of a suitable monitor. The initial reaction from Trustees was luke warm, perhaps because there had been little publicity about the potential problem. We can't spend nearly £500 on a whim!

Our Government didn't act on the WHO recommendations until 5th July 2021 when they published very detailed "re-opening guidance" in advance of the so-called freedom day on 19th July 2021. Buried in this guidance was a reminder to businesses of their air quality obligations under existing Health and Safety law. Most business are still unaware of these regulations – indeed most haven't even read the guidance! Fortunately I did and it gave me the necessary evidence to press you again for the purchase of an air quality monitor at a cost of **£450**. We ordered it on 9th July 2021 and received it at the beginning of August. I was able to configure during the summer break and begin monitoring in earnest at the start of term in September.

Meanwhile, I continued to research the myriad of options, getting quotes and evaluating the solutions. The data we have collected, and the potential solutions I have researched, have already allowed us to reopen and weather 4 separate COVID-19 cases in the Hall during September. We now need to take the next steps.

I have prepared a detailed decision paper outlining all the research and measurements I have done. I have made recommendations for short term and medium term investment.

I make no apology for the time this has taken. This topic is a complex one and I have been trying to separate fact from snake oil. I also make no apology for the length of the paper at 18 pages. This subject is complex and the decisions are difficult to take, especially when we are dealing with the safety of our Hall users. I am sure that someone can find fault with the analysis, but it is the best I can do and I am prepared to stand legally behind the findings.

The online version is here:

<https://villagehall.chelveston.org.uk/correspondence/2021/Chelveston-Village-Hall-Air-Quality-Decision-Paper>

I am looking for an immediate investment of **£7,200** from our COVID-19 grant to purchase two air purification units as a matter of urgency. Then I will engage with local builders and ventilation engineers to install a simple ventilation system for comfort.

It was **RESOLVED by majority** to approve this report and authorize the ordering of the air cleaning units. Cheques were signed for the deposit.

A handwritten signature in black ink, appearing to read 'ADALE', with a large, sweeping flourish underneath.

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