

HOLCOT VILLAGE HALL Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall (as shown on the poster which is displayed in the lobby of the main hall, and of which a copy is attached as the final page of these conditions), in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

you have been provided with a copy of the ACRE "risk assessment for hirers".
You undertake to comply with those actions in that document relevant to your situation.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment (incl chair-frames & tables), taps, toilet handles and seats, wash basins and all other surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using your own anti-viral products.

You are required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands:

- that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days
- that if they develop symptoms within 10 days of visiting the Hall they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact **AND ALSO MUST** get a Covid-19 test.

To make this possible, you **MUST** register for an official NHS QR code and display a NHS QR poster at the entrance to the hall before the start of your hire. All individuals entering the Hall during your hire (or a member of any group of up to 6 people who attend together, with the number of people in that group who cannot be more than 6) must EITHER scan the

NHS QR code on entry, **OR**, for those individuals (or groups of up to 6) who cannot use the NHS QR code, for each of your hires, you must keep a record of the date and time the activity started and ended, and the name and contact telephone number or email of those individuals. This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Track and trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 25 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

Before you leave the hall, you will be responsible for the disposal, in the wheelie-bins outside the hall, of all rubbish created during your hire, including tissues, disposable

cleaning cloths, etc, using the rubbish bags usually provided in the kitchen cupboard nearest the window.

SC10:

You will encourage users to bring their own drinks and food in their own containers. Alternatively, you will be responsible, if drinks &/or food are served, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. To reduce risk of contamination between hirers, you will bring your own clean tea towels and take them away. We will provide washing up liquid and washing up brushes &/or cloths.

SC11:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example:

- If someone who has attended the hall develops symptoms and thorough cleansing is required
- If it is reported that these Special Hiring Conditions are not being complied with, whether by you or by other hirers
- In the event that community buildings are asked or required to close again, either nationally or locally.

If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the Youth Wing (if it is not in use; otherwise the main hall stage area). Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ensure that all your participants have provided contact details and then ask them to leave the premises as quickly as possible while observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.

Inform the Village Hall team on 07715 172 490.

SC13:

The hall is equipped with passive infra-red detectors which means that lights in the toilets, and the hand-sanitiser dispenser in the lobby, operate automatically. Please remind people not to touch these switches or the dispenser.

You will not attempt to clean the following items, which will be the responsibility of the hall cleaner: Fabric of the chairs

SC14:

Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.

SC15: Other special points as appropriate to the nature of your booking.

Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with specific guidance or restrictions issued for your sport or activity by the Government or relevant governing body

For performances and other events with seated audiences: You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

Where a group uses their own equipment:

- If participants bring their own equipment, you will ask them not to share it with other members
- You will avoid using equipment which is difficult to clean as far as possible.
- You will ensure that any equipment you provide is cleaned before use and (if relevant) before being stored in the hall's cupboards.

SC16: You will ensure all those attending your activity to wear a **face covering** unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

[Next page is the copy of the COVID-19 Secure Guidelines poster mentioned in SC1, and which is displayed in the lobby of the main hall]

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has had COVID-19 symptoms within the last 7 days.**
2. **If you develop COVID-19 symptoms within 10 days** of visiting this hall, you **MUST** alert Test, Track and Trace. Alert the organiser of the activity you attended who will then alert the hall team.
You must get a COVID-19 test.
3. **Maintain 2 metres social distancing as far as possible** (this is approximately the length of one large table), otherwise at least 1m, but while wearing a face-covering.
4. **Use the hand sanitiser provided** on entering the premises.
Clean your hands often. Soap and paper towels are provided.
5. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
6. **"Catch it, Bin it, Kill it".** Tissues should be disposed of into bags in rubbish bins. Then sanitise or wash your hands.
7. **Face coverings** must be worn unless an exception applies for your activity.
8. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.**
Keep them clean. We cannot clean all surfaces at the hall between each hire.
9. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. **Keep the hall well ventilated.**
Close doors and windows on leaving.
11. **Do not touch any of the curtains (on windows, doors & stage)**
12. **Wash your clothes when you get home** to reduce risk of transmission.

This hall was last deep-cleaned at am/pm on