

## **Special Conditions of Hire - COVID19**

These conditions are additions to the normal conditions of hire as per our Hire Agreement, a copy of which can be found on our website.

1. You, the hirer, will be responsible for ensuring that those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
3. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all 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, using your own ordinary domestic products which we require you to supply. You will be required to clean again on leaving.

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

Please note that the hall is cleaned thoroughly on a regular basis and the last date and time of cleaning can be found on our COVID Secure poster.

4. 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 COVID19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they must use the Test and Trace system to alert others with whom they have been in contact. They MUST get a COVID19 antigen test.
5. You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring that they are all securely closed on leaving.
6. You will ensure that no more than 30 people attend your activity or event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one way system within the premises and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (eg accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses the toilet at a time.
7. 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 COVID19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilet or other confined spaces without others being present. For some people, passing another person in confined spaces is less risky, but for older people that should be avoided.
8. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain 2m social distancing across the table between people from different household groups who are face to face e.g. using a U shape.
9. You are asked to keep a record of the name and contact telephone number or email address of those who attend your activity or event for a period of 3 weeks after the event or activity is held and provide the record to the NHS Track and Trace if required (people are not obliged to provide details).

10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided in the Main Hall and toilet before you leave the hall.
11. The kitchen will be closed and unavailable for use so you will encourage people to bring their own food and drink if necessary, and to take their rubbish away with them. No crockery or washing up facilities will be provided.
12. We will have the right to close the hall if there are safety concerns relating to COVID19, for example, if someone who has attended the hall develops symptoms and thorough cleaning is required or it is reported that the Special Hire Conditions are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary we will do our best to advise you promptly and you will not be charged for this hire.
13. In the event of someone becoming unwell with suspected COVID19 symptoms while at the hall you should remove them to the disabled toilet (designated safe area), provide tissues and a bin and ensure that they are able to wash their hands. Ask others in your group to provide contact details if not already done so, ask them to leave the premises, observing social distancing precautions, and advise them to launder their clothes when they get home. Inform our caretaker on 07702 742011. The first aid kit that is on the stage for use contains all you need to attend to this situation.
14. For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest away from the entrance on arrival, to exit closest to the exits first and invite people to use the toilets in the interval row by row.
15. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
16. Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment provided is cleaned before use or you avoid using any equipment that is difficult to clean. You will not attempt to use the blinds or curtains in the hall, these are to be left in place as found.
17. You will encourage all those attending your activity or event to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering does not apply when people are eating or drinking but they should be seated.

## **COVID-19 treatment plan**

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should:

- a) Send them home immediately
- b) Ask other members of your group to provide their contact details if you do not have them
- c) Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions
- d) Advise them to launder their clothes when they arrive home
- e) Inform our caretaker
- f) If the unwell person needs to wait for a lift: -
  - (1) Remove them to the safe waiting area, which is the disabled toilet
  - (2) Put on a mask, face shield, gloves & apron to protect yourself from the first aid kit
  - (3) Provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels
  - (4) Once they have been collected: -
    - 1. Remove gloves, apron and face mask to the rubbish bag\*
    - 2. Leave face shield on top for disinfection
    - 3. Wash your hands for at least 20 seconds with warm soapy water
    - 4. Wait for insert responsible committee member to arrive.
    - 5. Once home - launder all your clothes and wipe down disinfect your car

\*Note that the waste should be double bagged and kept for 72 hours before being collected.