

Special Conditions of Hire - COVID19

The Government's COVID19 Winter Plan was announced on the 14th September and sets out Plan A and B. This plan, when applied to Village Halls, means that all community events, activities and private hires can continue to take place.

Risks are to be managed by hirers through good ventilation, opening doors and windows and encouraging the use of face coverings in confined places, regular hand washing or hand sanitiser and cleaning surfaces regularly.

Capacity limits have now been lifted but people should remain considerate of anyone who is Clinically Extremely Vulnerable, for whom the advice to shield has been lifted. It is important to provide extra space for these people so that they feel safe, perhaps inviting them to sit next to a window or door, to use toilets on their own and ask others to wear face coverings.

Whilst social distancing rules are not in place the advice is to avoid close contact with anyone that you are not in regular contact with. Remain sensible when using the hall in this regard and avoid congestion in the corridor, perhaps installing a one way system.

It is no longer a legal requirement to use the NHS QR code but use of this is still encouraged.

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 poster which is also displayed at the hall entrance, and on our website, 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 a copy can be found on our website.
3. You will be responsible for cleaning surfaces likely to be used during your period of hire before other members of your group arrive, to keep regularly used surfaces clean during your hire, and to clean them again on leaving. Please pay attention to wash hand basins and kitchen sinks, using your own ordinary domestic products which we require you to supply.

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

Please note that the hall is cleaned throughly on a regular basis.

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** seek a COVID 19 test.
5. You will need to keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow in fresh air. You will be responsible for ensuring that they are all securely closed on leaving.
6. There is no longer a limit on social contact but we would recommend that social distancing is maintained. You will need to encourage people to avoid close contact with those they do not regularly see as far as possible, that they observe any one-way system within the premises, and as far as possible observe measure such as face coverings when using confined spaces (storing away equipment, accessing toilets). You will ask that no more than 1 person uses the suite of toilets at any one time.
7. You need to take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID 19 coming into close contact with other people they do not know, ensuring they can

access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity.

8. You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as seating side by side as opposed to face to face, an empty chair being left between each person or household group, requiring face coverings and good ventilation. If tables are being used for a meeting a wide U shape is advisable.

9. You are requested to keep a record of the date and time the activity started and the name and contact number or email address of those who attend your event (or at least one member of any group of up to 6 people or 2 households who attend together.) This can be done either by operating an advance booking system which collects these details or by asking everyone who attends to use the NHS QR poster to register their attendance and by keeping a record of any who do not register using their smartphone app and the Hall's NHS QR poster or your own QR poster.

10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided in the Main Hall and toilet before you leave the hall.

11. The kitchen will be open for use but you should encourage people to bring their own food and drink if necessary, and to take their rubbish away with them. If food or drink is being served or made on a DIY basis it should be consumed whilst seated if possible.

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 the usual hand sanitising precautions, and advise them to launder their clothes when they get home. Inform our Secretary on 07986942804.

14. For events with more than 30 people you need to take additional steps to ensure the safety of the public in relation to COVID19, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit the closest exits first and invite people to use the toilets in the intervals row by row.

15. In order to avoid the risk of aerosol or droplet transmission please take steps to avoid people needing to unduly raise their voices to each other. 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 activity. Where you use your own equipment you will ask those attending to bring their own equipment and not share it with other members or avoid using equipment which is difficult to clean before use.

17. You will encourage all those attending your activity to wear a face covering when using confined spaces such as toilets or the corridors, for the safety of others.

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 hand-washing & 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.