

## **Special Conditions of Hire - COVID19 - April 2022**

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.

While the government has signalled the ending of COVID restrictions from 24th February you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

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, including using the hand sanitiser supplied when entering the hall.
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 make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone their household has had COVID-19 symptoms in the last 48 hours, or if still in their self isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.
4. You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving. Please take care cleaning electrical equipment, use cloths and do not spray!
5. You will need to keep the premises well ventilated throughout your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.
6. You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise that no more than 50 people attend your event in the Main Hall in order that social distancing can be maintained.
7. You will need to encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined spaces such as toilets or corridors, for the safety of others.
8. You will need to take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring that they can access the toilets or other confined areas without compromising social distancing.
9. You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face to face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.
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. All other rubbish should be taken away with you when you leave the hall.
11. Food or drink should be consumed while seated.
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. For events which are likely to be more busy or crowded you will take additional steps for COVID security. For example by operating a booking or queueing system, providing attendants or stewards who seat people, inviting people to use the toilets in the interval row by row.

14. In order to avoid the risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other. Refrain from playing loud music at a volume which makes normal conversation difficult.

15. If someone becomes unwell with suspected COVID-19 symptoms, arrange for them to go home or move them to a designated safe area which is the disabled toilet. Provide tissues and a bin or plastic bag, and ask them to wash their hands. Make sure you have contact details for others in your group and then ask them to leave the premises. Advise them to launder their clothes when they arrive home. Inform the hall secretary on 07986942804 who can then arrange for the hall to be cleaned.

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.

### **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.