

Etal Village Hall

Special Conditions of Hire during COVID-19

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

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 attached poster which is also displayed at the hall entrance.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, a copy of which has been provided to you. We reserve the right to refuse hires that we feel may fall outside the regulations or might present unacceptable risks.

SC3:

The hall will have been cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire and prior to leaving. This should include tables, wash hand basins, door handles etc. using either the products supplied or your own ordinary domestic products.

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 48 hours and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

SC5:

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 they are all securely closed on leaving.

SC6:

You will ensure that no more than 30 people attend your activity/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, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person should use each of the toilets at any 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 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 social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided. Before leaving please remove all bin liners from bins, seal and place in black wheelie bin outside or take home to your own bin. Please put fresh bin liners in all bins before leaving. The liners can be found below the sink in the kitchen. Cans, plastic bottles, cardboard and paper can be placed in the blue recycling wheelie bin outside.

SC11:

You should encourage users to bring their own drinks and food (if applicable). If you are allowed to use the kitchen (n.b. by arrangement only) you will be responsible for ensuring that all crockery and cutlery is washed in the dishwasher, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid, dishwasher tablets and disposable washing up cloths.

SC12:

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 or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are required by the government to close again. If this happens, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

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 small room (computer room) adjacent to the main entrance. This room will have a Covid 19 First Aid box in situ containing the hygiene and protective equipment required, with full instructions on what to do.

Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. You must inform the booking secretary immediately - **Richard Baker – 01890 820777**

SC14:

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.

SC15:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity, e.g. exercise classes. A face covering is not required when people are eating and drinking, but they should be seated.

SC16:

Other special points as appropriate.

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 and you will avoid using equipment, which is difficult to clean, as far as possible.

Updated 24th August 2020