

Swanland Village Hall CIO

Special Conditions of Hire during COVID-19

approved by Trustees - 31/3/2021 (amended - see details at end of paper)

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. The Guidelines are attached (Appendix A) and are also displayed at the hall entrance, noting in particular –

- using the hand sanitiser supplied when entering the hall and after using tissues (Catch it, Bin it Kill it)
- including the mandatory wearing of a face covering at all times when in the hall (refer govt. guidance on face coverings issued 31st July 2020) except in a room in which the approved activity is exempt.
- A declaration of compliance will be required from the hirer after each session.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, a copy of which will be provided.

SC3:

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. Particular attention should be paid to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean all such areas 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, 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 also seek a COVID-19 antigen test.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and internal doors open as far as convenient (but this does not include Fire doors - these must remain closed). You will be responsible for ensuring the outside doors are all securely closed during your hire period and closed on leaving.

SC6:

You will ensure that no more than [30*] people attend your activity/event in the Main Hall and (12*) in the Small Hall, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe 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 use each suite of toilets at one time.

* this is a maximum and could be fewer dependent on the lay out and need to maintain social distance arrangements between groups and within any group.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or anyone likely to be clinically more vulnerable to COVID-19. This must include for example maintaining the social distancing guidelines 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 6 or less people or 1m with mitigation measures such as: 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 2m across the table between people who are face to face e.g. using a wide U-shape.

SC9:

You MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people 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 at the hall entrance 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 NHS QR poster.

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 you leave the hall. Any other rubbish should be taken away with you when you leave the hall.

SC11:

You will encourage users to bring their own drinks and food if required - the kitchen will not be open and an individual's food/drink may not be shared. If food and drink is consumed you must ensure there is no mingling between groups and seating must be in accordance with SC8.

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 asked or required to close again. If this is necessary, 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 cloakroom area downstairs. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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. Inform the hall Booking Secretary 0752 579 8449.

SC14:

Other special points as appropriate.

- a) 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.
- b) 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 to 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 before being stored in the hall's cupboards.

- c) You will ensure that persons not directly attending your session e.g. parents remain outside the Village Hall during the class. Persons attending classes should remain outside the hall, and only enter the hall when asked to do so by the Hirer. If traveling by car, attendees should wait in their car until called into the hall by the hirer.
- d) Given the need to restrict times and frequency of classes in order to ensure that the guidelines are implemented the hall reserves the right to determine the timetable and booking allocations.
- e) Hirers should stick to the agreed times of hire in order to ensure appropriate change over arrangements.
- f) The Lift will remain closed until further notice.
- g) Each hirer to keep a record of attendees for each class - this must be available for a minimum of 21 days from the session.

Document Updates

SC1 amended 04/08/20.

SC13 amended by addition of para g) On 12th Aug 2020.

SC6 amended by inclusion of 'in operation at any given time' - 14th Sept.2020.

SC6a added 19th Sept 2020.

SC9 inserted as a new clause with subsequent clauses renumbered 28th Sept 2020.

March 25, 2021 – SC1 format and reference to Appendix A, SC4 changed from 7 days to 10 days after visit to hall for symptoms to arise (kept as 7 days for symptoms before visit not 48hrs as ACRE) and Antigen test added, SC6A replaces SC6, SC10 final sentence added, SC11 final sentence added, SC13 phone number updated, attached guidelines (poster) updated version. SC14 c) updated to ask all persons attending classes to wait outside the hall until called in by the Hirer.

Booking reference _____

Hirer _____

Signed _____

Date

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. **If you develop COVID-19 symptoms within 10 days** of visiting these premises alert NHS Test and Trace. Alert the Booking secretary on 07545 798449 and alert the organiser of the activity you attended. You must seek a COVID-19 antigen test.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
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. **Face coverings MUST be worn** unless an exemption applies to a person (eg for health reasons, those aged under 11) or a person has a reasonable excuse not to wear a face covering (eg when taking part in an activity to which an exemption applies). This is a legal requirement.
7. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
8. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to/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. **Wash your clothes when you get home** to reduce risk of transmission.

