

Swanland Village Hall CIO

Special Conditions of Hire during COVID-19

approved by Trustees - 16/07/2020

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 shown below 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) and including the mandatory wearing of face coverings at all times when in the hall (refer govt guidance on face coverings issued 31July 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 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

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 (number*) people attend your activity/event, in order that social distancing under the Guidelines in operation at any given time can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system (if in place) within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, 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.

* to be agreed for each hire

SC6A 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] persons 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 people 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 2 metres across the table between people who are face to face e.g. using a wide U-shape

SC9:

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.

SC10:

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

SC11:

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.

SC12:

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 unused hall 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 Chair on 07738529314

SC13:

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 eg. parents remain outside the Village Hall during the class.
- 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.

The COVID-19 Secure Guidelines:

- **Minimise contact with individuals who are unwell: Nobody** should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.
- **Clean your hands often:** Sanitiser should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels in toilets and kitchens. Hot air hand dryers are not recommended as they distribute droplets.
- **Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. A "**Catch it, Bin it, Kill it**" poster is available (see end for link).
- **Regular cleaning of surfaces that are touched frequently:** including door handles, handrails, table-tops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
- **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and households. Bookings can be accepted for events where social distancing can be maintained, the number of people each person has contact with is reduced to a small group and/or contacts below 2m are minimised and transitory, but crowded events cannot yet be held. See 2.2 below.

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

Booking reference _____

Hirer _____

Signed _____

Date _____