

# MILBORNE ST ANDREW VILLAGE HALL

Registered Charity NO. 301153

## Special Conditions of Hire during COVID-19

**Note: These conditions are supplementary to, not a replacement for the hall's ordinary conditions of hire.**

**\*\* Special Conditions of hire refer to bookings in Step 4 of the Road Map to re-opening \*\***

### **SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering, occupying and leaving the hall, as shown on the poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

### **SC2:**

You have been provided with a copy of the hall's risk assessment and you undertake to comply with the actions identified in it. You agree to produce a risk assessment for your activity (using the template provided with any of your modifications if required) which the Hall Trustees may wish to have sight of.

### **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, paying particular attention to wash hand basins and kitchen sinks (if used), using products supplied by the village hall (which will be in a clearly accessible location). You will be required to clean 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 **48 Hours**, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a COVID-19 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 the numbers attending your activity are in line with Government and the Village Hall guidelines in order that Social Distancing can be maintained.

Whilst strict social distancing rules no longer apply, hirers must consider the risks of close contact with people they do not live with. Event organisers must consider reducing capacity limits where appropriate. Where 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 (and carer) uses each suite of 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 an appropriate distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without compromising social distancing.

**SC8:**

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing with mitigation measures such as: seating side by side, rather than face-to-face, good ventilation and optional use of face coverings. If tables are being used, you will place them with consideration to appropriate social distancing.

**SC9:**

You are REQUESTED 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 (at least one member of any group 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.

Records should be maintained for 21 days and then securely disposed of or deleted unless also collected for another purpose. All collected data must comply with GDPR.

Organisers of activities can decide how to collect and keep contact details, which should be collected at the point visitors enter the premises if not collected in advance. If on paper it needs to be kept out of public sight and securely stored. People who choose to 'check in' using the official NHS QR code do not also need to provide their contact details. Use of the NHS QR code cannot be made a precondition of entry (individuals have the right to choose how to provide their contact details).

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths in the rubbish bags provided which will be removed by you when you leave the hall.

**SC11:**

If food and drinks are offered hirers are encouraged to either provide their own crockery / tableware or use disposable items. You will ensure that if any kitchen equipment is used, it is thoroughly cleaned at the end of hire and you must provide your own tea towels which you will remove when you leave.

**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 Committee Room.

A Covid-19 First Aid box will be available which will contain bowl for warm soapy water, plastic bags, tissues etc.

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 Bookings Secretary on 07880 736276

**SC14:**

For larger events you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, 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 closest to the exits first and invite people to use toilets in the interval row by row.

**SC15:**

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.

**SC16:**

Other special points as appropriate:

1. 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

2. Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members.

You will ensure that any equipment you provide is cleaned before use and before being stored in user groups designated hall storage areas.

**SC17:**

You will encourage all those attending your activity to wear a face covering in confined areas such as toilets and corridors for the safety of others.