

Sandleheath Village Hall

St. Aldhelm's, Main Road, Sandleheath, FORDINGBRIDGE, Hampshire SP6 1TD
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SVH/10

01 Sep 20

SANDLEHEATH VILLAGE HALL - STANDARD CONDITIONS OF HIRE

This document should be read and complied with by any person or organisation hiring Sandleheath Village Hall (SVH). If you are in any doubt as to the meaning of any of these conditions, you must seek clarification from the SVH Management Committee. The Committee is usually represented by the SVH Hall Manager, whose contact details are as above.

COVID-19

1. In light of Government COVID-19 restrictions, a new part (Enclosure 4) has been added to this document that states our COVID policy. Its terms override all other statements in these Conditions of Hire.

BACKGROUND

2. The SVH premises consist of the St. Aldhelm's building; 'the Hall', its Car Park and an area of open ground surrounding it; 'the Garden'. The rear boundary follows the line of the hedge behind, to the North of, the Hall. The area beyond is the property of Sandleheath Tennis Club. A map illustrating this is enclosed.

3. SVH and its Garden may be hired by completing a Hiring Agreement and paying an appropriate fee. A Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

ACCOUNTABILITY

4. **Hirer.** The person hiring the Hall is the 'Hirer'; a person not being under 18 years of age. The Hirer must accept responsibility for being in charge of, and being on the premises at all times, when the public are present, and for ensuring that all the Standard Condition of Hire ('the Conditions') under this agreement relating to management and supervision of the premises are met (but see Paragraph 6 below).

5. **Standard Conditions of Hire and Hiring Agreement.** The Hirer is to read and comply with these Conditions and read, sign and comply with the SVH Hiring Agreement.

6. **Person in Charge.** The Hirer may appoint a 'Person in Charge' to act on the Hirer's behalf during the event, who is to conform with all the rules and responsibilities contained in these Conditions. His/her name must be declared in the Hiring Agreement.

7. **Overall Responsibilities.** During the period of the hiring, the Hirer or Person in Charge is responsible for:

- a. Supervision of the premises, the fabric and the contents.
- b. Care of the premises, safety from damage, however slight, or change of any sort.
- c. The behaviour of all persons using the premises whatever their capacity:

- (1) **Young Persons.** Young persons (aged under 18) in the Hall, the Garden and the Car Park shall be properly supervised by adults at all times.
 - (2) **Sandleheath Tennis Club.** The Hirer or Person In Charge should ensure that the grounds and property of the Sandleheath Tennis Club are not entered by those using SVH and that the paths leading to the Tennis Club are not impaired¹. See enclosed map.
 - (3) **Car Parking.** The Hirer or Person In Charge will also supervise Car Parking arrangements. Individuals or groups using SVH may use the SVH Car Park, but it cannot be booked. Care should be taken not to obstruct entry and exit as the Car Park is also used by the Sandleheath Tennis Club. Overflow parking is the responsibility of the Hirer or Person in Charge. There are currently no parking restrictions on the Main Road adjacent to SVH, but SVH accepts no responsibility for parking there. Care should be taken to avoid the traffic using this busy thoroughfare.
- d. **Use of Premises.** The Hirer must not use the premises for any purpose other than that described in the Hiring Agreement, must neither sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way, nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises, nor allow the consumption of alcohol without our written permission.

INSURANCE AND INDEMNITY

8. **Insurance.** It is essential that activities taking place in the SVH premises are insured appropriately:

- a. **SVH Insurance.** The SVH Trustees have effected an insurance policy that covers their employers' and public liabilities, property and activities. We are insured against any claims arising out of our own negligence. The SVH policy also covers Hirers' Liability, but only under certain circumstances. In order to benefit from this cover, the Hirer will need to comply with the following conditions²:
 - (1) They are a charity or non-commercial organisation³.
 - (2) They do not carry out any activities at venues other than SVH⁴.
 - (3) They do not make any profit from their meetings other than that reinvested back into their club or for charitable purposes.

¹ There are two designated routes from Main Road to the tennis grounds within the SVH premises that follow the West and East boundaries. These are not to be obstructed at any time. Normally, tennis club members are free to cross any other area of the SVH Garden, unless an activity is taking place in the Garden that makes such transit unsafe. In that case, the SVH Committee will give advance notice to the Tennis Club.

² A full description of Hirers' Liability is contained on the Trustees' insurance company's website at: www.villagehallinsurance.co.uk/hirers-1.

³ Any private events such as parties or weddings which are held at SVH are automatically covered, as well as individuals fundraising on behalf of a Charity. This extends to the activities of clubs or sports teams. However, if such clubs are involved in a league and play fixtures away from SVH, they need to arrange separate public liability insurance to cover these activities.

⁴ This may preclude the Sandleheath Community Association and the Fordingbridge Parochial Church Council. If so, these organisations must arrange their own Public Liability insurance.

(4) They do not have any paid employees.

(5) They do not carry out certain excluded activities that are not covered by the Trustees' insurance. Hirers will be advised appropriately when they apply for a booking.

b. **Commercial Organisations.** Commercial organisations require separate insurance cover for their business activities⁵.

c. **National Organisations.** If any national organisations, such as the Scouts, hire the premises, they should hold their own liability cover.

d. **Confirmation.** Where we do not insure the liabilities described above, the Hirer must take out adequate insurance to insure such liability and on demand, must produce the policy and current receipt or other evidence of cover to us. If the Hirer fail to produce such policy and evidence of cover, we will cancel any hiring agreement and may re-hire the premises to another Hirer.

9. **Insurance Indemnity.** We will claim on our insurance for any liability the Hirer incurs but the Hirer must indemnify us against:

a. Any insurance excess incurred.

b. The difference between the amount of the liability and the monies we receive under the insurance policy.

10. **Damage Liability.** During the Hiring Period⁶, the Hirer must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. The Trustees accept no responsibility for any criminal damage to the property of those using SVH, whether within the Hall, in the Car Park, or in the Garden. In the event of SVH or any part thereof being rendered unfit for the use for which it has been hired, the Trustees shall not be liable to the Hirer for any resulting loss or damage whatsoever. During the Hiring Period, the Hirer is liable for:

a. The cost of repair of any damage, including accidental and malicious damage, done to any part of the premises including its curtilage or its contents.

b. The cost of repair of any damage, including accidental and malicious damage, done to our WiFi service⁷.

c. All claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the Hirer's use of the premises, including the storage of equipment, and the Hirer's use of our WiFi service.

d. All claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of the Hirer's use of the premises and/or the use of our WiFi service, and the Hirer must indemnify us against such liabilities.

⁵ This will also apply to events such as furniture sales.

⁶ The period in which the Hirer occupies the premises.

⁷ WiFi is not currently available.

PUBLIC SAFETY COMPLIANCE

11. **Local Authority Regulations.** The Hirer must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children (persons under 18).

12. **Emergency and Fire Safety.** The Hirer and the Person in Charge, if appointed, must read, understand and comply with the Emergency and Fire Safety Procedure, which is enclosed and also posted on the SVH notice board, and should an emergency arise, take charge of emergency procedures accordingly. The Hirer should note:

- a. Fire escape doors should never be blocked and be fully accessible at all times. The fire door located in the kitchen can be opened by using the push bar. There is no key.
- b. The Hirer must call the Fire Service to any outbreak of fire, however slight, and give details to the SVH Hall Manager.
- c. The maximum number of persons that may be in the hall at any time is 80 This has been temporarily reduced to 20 during current COVID-19 restrictions.
- d. The Hirer acknowledges that he/she has received instruction in the following matters:
 - (1) The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.
 - (2) The location and use of fire equipment. A diagram is enclosed and posted on the SVH noticeboard.
 - (3) Escape routes and the need to keep them clear.
 - (4) Method of operation of escape door fastenings.
 - (5) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - (6) Location of the first aid box.

13. **Smoking.** The Hirer must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. The Hirer must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in the receptacle provided, so as not to cause a fire.

14. **Fire Pits.** Fire pits are not permitted.

15. **Checks.** In advance of any activity whether regulated entertainment or not the Hirer must check the following items.

- a. That all fire exits are unlocked, and panic bolts are in good working order.

- b. That all escape routes are free of obstruction and can be safely used for instant free public exit.
- c. That any fire doors are not wedged open.
- d. That exit signs are illuminated.
- e. That there are no fire-hazards on the premises.
- f. That all lighting signs that illuminate emergency exits are switched on during the whole of the time the premises are occupied.

OTHER CONDITIONS

16. **Gaming, Betting and Lotteries.** The Hirer must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

7. **Licences.** This paragraph comprises guidance only. Hirers are responsible for ensuring that the appropriate licences are in place for their events in accordance with UK law.

a. **Music.** SVH does not have a Public Performance Licensing (PPL) Music Licence. Private events, such as parties, weddings and birthdays, do not usually require one. Commercial events do. If the Hirer believes that a Music Licence is required, it should be obtained and evidence shown to the SVH Committee if requested. The Hirer must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. A signed Agreement confers that permission.

b. **Film.** SVH does not have a Premises Licence. The Hirer may not show films for a fee. The Hirer may show films, such as DVDs, if there is no charge, but is responsible for gaining permission from the copyright holder that allows this. The Hirer is responsible for ensuring that screenings of film abide by British Board of Film Classification age classification ratings. The Deregulation Act 2015 also requires the Hirer to have our written permission to show a film. Our signed Agreement confers that permission.

c. **Temporary Events Notice.** If you intend to conduct a licensable activity, you should contact the New Forest District Council for a Temporary Event Notice (TEN). Licensable activity includes selling alcohol, supplying alcohol by or on behalf of a club to, or to the order of, a member of a club, the provision of regulated entertainment (unless incidental or covered by the provisions of the Live Music Act 2012), the provision of late night refreshment (i.e. The provision of hot food or drink for consumption on or off premises between 11 p.m. and 5 a.m.)⁸.

17. **Safeguarding Children.** The Hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Hirer must provide us with a copy of his/her Safeguarding Policy and confirmation that the Hirer has carried out relevant checks through the Disclosure and Barring Service (DBS).

18. **Noise.** The Hirer must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. Currently, SVH has no

⁸ Further information can be obtained here: <http://www.newforest.gov.uk/article/5360/Temporary-Event-Notices-Permitted-Temporary-Activities>.

soundproofing. On occasions when the playing of amplified music or film is allowed, it is to be kept at a low volume and not audible outside of the Hall or Garden. This is an interim measure and will preclude a number of activities until soundproofing has been achieved. The playing of all music and the showing of film is to cease by 10.00 p.m.

19. **Drunk and Disorderly Behaviour and Supply of Illegal Drugs.** The Hirer must ensure that in order to avoid disturbing neighbours of the Hall and avoid violent or criminal behaviour, no one attending the event consumes excessive amounts of alcohol and no illegal drugs are brought onto the premises. Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. The Hirer is to ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises.

20. **Food, Health and Hygiene.**

- a. Currently, SVH has no kitchen, food storage or food preparation facilities.
- b. The Hirer must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations⁹.
- c. SVH accepts no responsibility for any illness or death resulting from the consumption of food prepared on the premises or from food brought onto the premises for consumption therein.

21. **Electrical Appliance Safety.** The Hirer must ensure that any electrical appliances brought by the Hirer to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety¹⁰.

22. **Stored Equipment.** Equipment provisions are:

- a. We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property, other than stored equipment, must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.
- b. We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge the Hirer any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:
 - (1) The Hirer's failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended.
 - (2) The Hirer's failure to dispose of any property brought on to the premises for the purposes of the hiring.

⁹ As SVH has no food storage facilities currently, Hirers must make their own catering arrangements. These must comply with these Conditions.

¹⁰ SVH does not contain a residual circuit breaker currently.

23. **Accidents and Dangerous Occurrences.** The Hirer must report to us as soon as possible any failure of our equipment. The Hirer must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our Accident Book, which is available in the Hall. If any entry is made in the book, the Hall Manager or SVH Committee must be informed immediately as certain types of accident or injury must be reported to the Health and Safety Executive on a special form. Our Hall Manager will give assistance in completing and submitting this form¹¹.

24. **Explosives and Flammable Substances.** The Hirer must ensure that:

- a. Highly flammable substances are not brought into or used in any part of the premises.
- b. No internal decorations of a combustible nature, e.g. polystyrene or cotton wool, are erected without our consent.

25. **Heating.** The Hirer must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. The Hirer must not use portable Liquefied Propane Gas (LPG) heating appliances.

26. **Animals.** The Hirer must ensure that guide dogs, hearing dogs and assistance dog owners are allowed on the premises.

27. **Fly Posting.** The Hirer must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this condition. If the Hirer fail to observe this condition the Hirer may be prosecuted by the local authority.

28. **Alterations.** The Hirer must not make any alterations or additions to the premises or install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior, written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless the Hirer removes them, and the Hirer must make good to our satisfaction any damage the Hirer causes to the premises by such removal.

29. **Sale of Goods.** The Hirer must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. The Hirer must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

PERSONAL INFORMATION

30. SVH needs to retain certain information about those hiring the premises, such as contact details, in order to manage the hiring agreement, to carry out its day to day operations, to meet its objectives and to comply with legal obligations. In summary:

- a. Trustees comply with The Data Protection Act 1998 (DPA) and the General Data Protection Regulations (GDPR). A copy of the SVH Data Protection Policy can be viewed

¹¹ This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

on the SVH website at: sandleheathvillagehall.com/about-us. A paper copy can be provided to the Hirer and/or Person in Charge if requested.

- b. The Trustees will retain Personal Data supplied by those booking SVH as a DPA Legitimate Interest. Hirers can apply to have their Personal Data removed from SVH files at any time.
- c. Personal Data will be collected lawfully and used fairly, stored safely and not disclosed to any other person unlawfully. It will not be held longer than necessary.
- d. Personal Data will not be sold to companies or given to public organisations. Personal Data, such as names, addresses, emails and phone numbers, will only be passed on to a third party with written consent.

CANCELLATION

31. If the Hirer wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

32. We reserve the right to cancel this Agreement by giving the Hirer written notice in the event of:

- a. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- b. Our reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- c. The premises becoming unfit for the Hirer's intended use.
- d. An emergency that requires use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- e. In any such case the Hirer will be entitled to a refund of any deposit already paid, but we will not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

COMMENCEMENT OF HIRE

33. **Key Safe.** The Hirer may collect the Hall key from the key safe located in the Hall porch, using a combination provided by the SVH Committee. The key is not to be taken away from the Hall. If the Hirer requires a temporary absence from the premises, the key should be secured in the key safe and collected again on the Hirer's return. The Hirer agrees that:

- a. The code for the key safe will not be shared with any third party other than any nominated Person In Charge.
- b. The key will not be duplicated or passed on to any third party.
- c. The key is returned securely to the key safe at the end of the hire period.

d. They will inform the Hall Manager or other nominated SVH Committee Member immediately if the key is lost or misplaced, and to bear the cost of replacement locks and keys for all existing key holders.

34. **Layout.** The Hirer, or nominated Person in Charge, may rearrange the Hall furniture and may leave it thus during and between any agreed set up period and the event.

END OF HIRE

35. The Hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. Otherwise we may make an additional charge. On the conclusion of the hiring:

a. The Hirer or Person in Charge shall vacate the premises at the time stipulated in the Hiring Agreement.

b. All function-related refuse is taken away from SVH premises, including that created by caterers or other contractors, and not left on site. Otherwise SVH may make an additional charge for late vacation or for otherwise not meeting these conditions.

c. The Hirer or Person in Charge must ensure that their patrons or guests leave the premises at the end of the function in a quiet and orderly manner and to keep noise outside the Hall to a minimum during the event, particularly when patrons or guests are smoking outside, due the close proximity of local residents' dwellings.

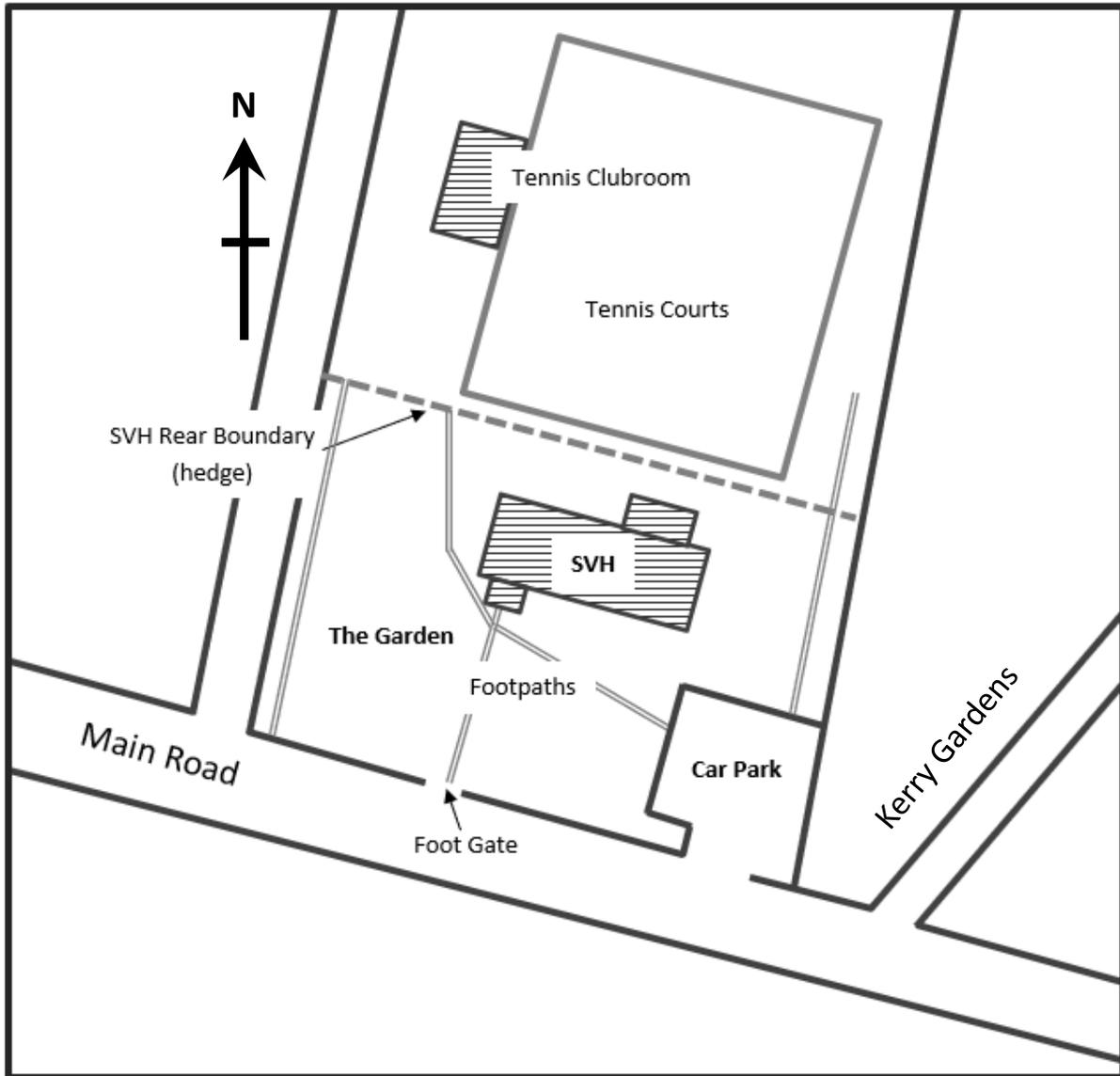
d. The premises are to be left clean and tidy, the doors and windows locked, and the key is returned securely to the key safe. A dustpan and brush is located in the kitchen cupboard.

e. Any failure to meet these conditions will be taken into account when considering any future application by the Hirer for the hire of the Hall.

Enclosures:

- (1) SVH - Map.
- (2) SVH - Health and Safety Requirements.
- (3) SVH - Fire and Emergency Evacuation Plan and Site Diagram.
- (4) SVH – COVID-19 Special Hiring Conditions.

SANDLEHEATH VILLAGE HALL – MAP



SANDLEHEATH VILLAGE HALL - HEALTH AND SAFETY REQUIREMENTS

1. Sandleheath Village Hall CIO recognises and accepts its health and safety duties and responsibilities for providing a safe and healthy working environment (as far as reasonably practicable) for all its workers (paid or volunteer) and other visitors to the Village Hall under the Health and Safety at work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.
2. It is the policy of the SVH CIO to promote the health and safety of the Trustees, volunteers, staff and all visitors to the Village Hall and to that intent to:
 - a. Take reasonable practical steps to safeguard the health, safety and welfare of all people on the premises.
 - b. Provide adequate working conditions with proper facilities to safeguard the health and safety of people and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
 - c. Encourage people to co-operate with the SVH CIO in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
 - d. Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
 - e. Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
 - f. Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their health and safety.
 - g. Provide specific information, instruction, training and supervision to people who have particular health and safety responsibilities.
 - h. Make safe arrangements, as reasonably practicable, for the protection against any risk to health and safety of the general public or other persons that may arise from the SVH CIO's activities.
 - i. Make suitable and sufficient assessment of risks to the health and safety of workers (paid or volunteers) arising out of or in connection with the SVH CIO's activities.
 - j. Encourage hirer groups to make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen, or of adults with support and care needs.
 - k. Provide information to other employers of any risks to which those employer's workers may be exposed whilst on the SVH CIO's premises.

3. This policy statement and the procedures for its implementation may be altered at any time by the SVH CIO's Trustees. The statement and procedures are to be reviewed by the Trustees in the autumn of each year.

SANDLEHEATH VILLAGE HALL - FIRE AND EMERGENCY EVACUATION PLAN AND SITE DIAGRAM

It is a condition of hire that hirers must familiarise themselves with these procedures at the start of each hire period

PREMISES ADDRESS

Sandleheath Village Hall, St. Aldhelm's, Main Road, Sandleheath, FORDINGBRIDGE, Hampshire SP6 1TD

EMERGENCY CONTACT NUMBERS

Landline: 01425 655331. Mobile: 07835 844457.

APPOINTED PERSON

1. At the beginning of each hire period someone must be appointed to take charge in the event of an emergency. This person should be aware of the number of occupants of the building.

RAISING THE ALARM

2. In the event of a fire, or other reason to evacuate the building (gas escape, flood etc), the person discovering the incident should immediately raise the alarm by shouting repeatedly **'Fire, Fire, Fire'** or **'Evacuate the Building Immediately'**.

ACTION TO TAKE ON HEARING THE ALARM

3. The appointed person must dial 999 requesting assistance giving the details contained in the 'premises address' above together with the details of the incident and, if requested, a contact telephone number.

4. Everyone leaves the building by one of two emergency exits and heads for the muster point which is situated in the car park indicated on the site diagram. Do not stop to collect personal belongings. At the muster point the appointed person should undertake a head count.

5. One person may be delegated to search the building to ensure everyone has left – but only if they can do so safely.

6. If safe to do so turn off any appliances and lights.

7. Collect the 'Emergency Grab Bag' located in the cupboard by the front/exit door which contains a copy of these instructions and other useful items. If it is not collected on the way out no-one should return to retrieve it;

8. If necessary to facilitate escape, and someone is capable, use the fire extinguishers located adjacent to the entrance door;

9. Close all doors on exit.

10. The appointed person should make themselves known immediately to the emergency services when they arrive and advise of any known hazards or missing persons.
11. No-one should re-enter the building until the emergency services advise it is safe to do so.

EMERGENCY EXITS

12. The two exit points are clearly indicated on the site diagram (below) and are:
 - a. The main entrance door.
 - b. The door leading from the Kitchen.

EMERGENCY ASSEMBLY/MUSTER POINT

13. This is indicated by a sign located to the far-right hand side of the car park as you face the building as shown on the site diagram (below). If this location is considered too dangerous there is a safe space by the old metal entrance gates to Forres Sandle Manor School situated on the far side of Kerry Gardens in the direction of Fordingbridge.

FIREFIGHTING EQUIPMENT

14. The firefighting equipment should only be used by a person confident to do so and then only to facilitate escape. The extinguishers are located as indicated on the site diagram and as follows:
 - a. Foam – to the right of the main entrance door - **FE**.
 - b. CO2 – to the right of the main entrance door and in the Kitchen - **FE**.

LOCATION OF KEY SERVICES TERMINATION POINTS

15. Gas supply and shut off – in the cupboard situated in the middle of the West wall – **G**.
16. Electricity consumer unit – in the cupboard to the right of the main entrance – **E**.
17. Building water stop cock – to the right of the rear exit.
18. Mains water stop cock – left rear corner of the male toilet.
19. Heating controls – on or adjacent to the boiler – **B**.

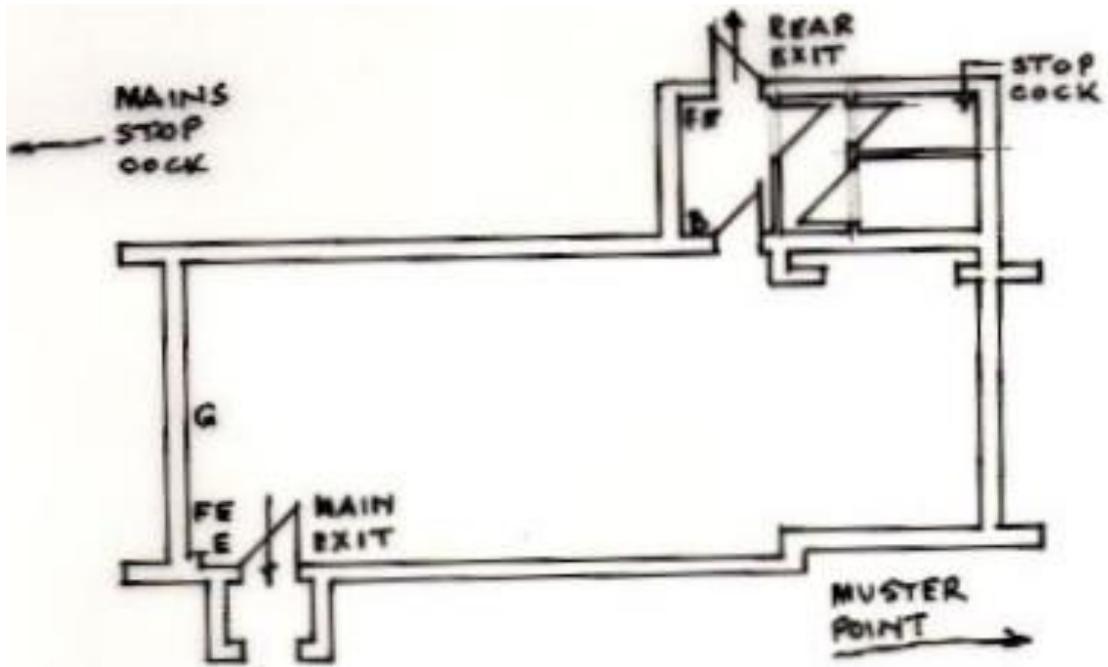
EQUIPMENT REQUIRED TO IMPLEMENT THE EMERGENCY PLAN

20. Hirers must ensure they have a mobile phone available as the Hall has no telephone facilities.

RESPONSIBILITIES

21. The Trustees of Sandleheath Village Hall (CIO) are responsible for undertaking risk assessments of the building on a regular basis and to amend this plan accordingly.
22. The Hirer is responsible for ensuring that they have familiarised themselves with the details in this document to enable the requirements of a safe evacuation to be implemented.

SITE DIAGRAM



SANDLEHEATH VILLAGE HALL – COVID-19 SPECIAL HIRING CONDITIONS

1. **Responsibility.** 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 poster at Annex A, which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
2. **Risk Assessment.** You undertake to comply with the actions identified in the hall's risk assessment, which is posted on the hall notice board. In addition, you should conduct a risk assessment before your hiring period commences. A suggested method is at Annex B.
3. **Cleaning.** Normal cleaning is the responsibility of hall users. Persons hiring the hall are allotted an extra 15 minutes before the start of their activity, and also at the end of their hire period, for cleaning. There is no extra charge. You are responsible for:
 - a. 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. Please take care cleaning electrical equipment: use cloths, do not spray.
 - b. Keeping the premises clean through regular cleaning of surfaces during your hire, paying particular attention 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.
 - c. Cleaning all items listed in Sub-Paragraph 3a. above on leaving.
 - d. Completing the 'hall last cleaned' certificate, located on the entrance sanitisation table, as you leave.
4. **COVID Symptoms.** 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 14 days, and that if they develop symptoms within 48 hours of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.
5. **Ventilation.** 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.
6. **Face Covering.** All persons using the village hall are required to wear a face covering on entering and are required to keep it on unless they are covered under a 'reasonable excuse'. This could be for a physical activity or if they have a health or disability reason to not wear one. A face covering is not required when people are eating or drinking, but they should be seated.
7. **Social Distancing.** You should maintain social distancing throughout your occupation of the hall:
 - a. You will ensure that no more than 20 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, observes it whilst in 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 uses the toilets at one time.

b. 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.

8. **Furniture.** 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.

9. **Equipment.** You will ask those attending to bring their own equipment and not share it with other members. If you are using the tables and chairs provided by the hall, they are to be cleaned as in Paragraph 3 above.

10. **Test and Trace.** 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 Test and Trace if required (people are not obliged to provide details).

11. **Rubbish.** You are responsible for the disposal of all rubbish created during your hire. You may use the plastic rubbish bag located near the door to the kitchen to dispose of cleaning materials, such as wipes provided by the hall and tissues used by individuals, but all other items brought by those attending that become rubbish must be removed by the individual who brought them, such as water bottles.

12. **Food and Drink.** The hall will not provide food or drink. Should your activity require them, for example water bottles, they are to be brought by those who will use them, and the rubbish removed as in Paragraph 11 above. The hall water supply in the kitchen may only be used to wash hands, or in an emergency. The kitchen may not be used for washing up.

13. **Activities.** 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.

14. **Hall Closure.** 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 these Special Hiring 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 inform you promptly and you will not be charged for this hire.

15. **Becoming Unwell.** 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 the Hall Manager by leaving a message on 07887 763707.
- f. If the unwell person needs to wait for a lift:
 - (1) Remove them to the isolation zone, which is signed and in the north-west corner of the hall. A chair is available there. Appropriate equipment and PPE is available in the grab-bag which is located in the cupboard adjacent to the entrance door.
 - (2) Put on the mask, face shield, gloves and apron to protect yourself.
 - (3) Provide them with tissues, a plastic rubbish bag, a bowl of warm water and soap for handwashing, and paper towels. A washing bowl is available in the kitchen.
 - (4) Once they have been collected:
 - (a) Remove gloves, apron and face mask to the rubbish bag.¹²
 - (b) Leave face shield on top for disinfection.
 - (c) Wash your hands for at least 20 seconds with warm soapy water.
 - (d) Once home, launder all your clothes and wipe down disinfect your car.

16. **Speech.** 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.

Annexes:

- A. COVID-19 Poster for Sandleheath Village Hall.
- B. Sample COVID-19 Risk Assessment for Hirers of Sandleheath Village Hall.

¹² Note that the waste should be double bagged and kept for 72 hours before being collected.

ANNEX A TO ENCLOSURE 4

COVID-19 POSTER FOR SANDLEHEATH VILLAGE HALL

HELP KEEP THIS HALL COVID-19 SECURE

You must not enter if you or anyone in your household has COVID-19 symptoms.

If you develop COVID-19 symptoms within 48 hours of visiting these premises alert NHS Test and Trace. Alert the Hall Manager by leaving a message on 07887 763707, and alert the organiser of the activity you attended. You **MUST** get a COVID-19 antigen test.

Maintain 2 metres social distancing as far as possible: Wait behind the marked lines as you go through the entrance hall to your activity.

Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.

Avoid touching your face, nose, or eyes. Clean your hands if you do.

Face coverings must be worn unless an exception applies for your activity.

‘Catch it, Bin it, Kill it’. Tissues should be disposed of into the rubbish bag provided. Then wash your hands.

Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean. We cannot clean all surfaces at the hall between each hire.

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. Only one person may use the toilets at a time.

Keep the hall well ventilated. Close doors and windows on leaving.

Wash your clothes when you get home to reduce risk of transmission.

ANNEX B TO ENCLOSURE 4**SAMPLE COVID-19 RISK ASSESSMENT FOR HIRERS OF SANDLEHEATH VILLAGE HALL**

The table below can be used as a guide to help hirers produce their own COVID-19 risk assessment for use of our hall. It is not intended to replace your group's ordinary Risk Assessment. The Hall Manager can assist you with this task if required.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or Hall Manager have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	All equipment used is to be brought by individuals and removed by them at the end of the activity.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2m social distancing	Advise group they must comply with social distancing as far as possible. Limit numbers using toilets at once (one at a time).	All food and drink it to be brought by the individuals who will use it. Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues, ask all to dispose of these into the disposable rubbish bag provided by the hall, then wash or sanitise hands.	Remember to bring tissues. Hand sanitiser and soap is provided.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	See Paragraph 15 of main annex.	