

Sandleheath Village Hall

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SVH/10

SANDLEHEATH VILLAGE HALL – COVID-19 SPECIAL HIRING CONDITIONS

These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire. However, these conditions take priority.

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 attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
2. **Numbers Attending.** Activities hosting more than six people can take place in the hall, providing people who attend in groups¹ are in groups of up to 6, socially distanced from other groups. Hirers MUST consult the Hall Manager before planning their activity to ensure that attendance meets current Government legislation.
3. **Risk Assessment.** You undertake to comply with the actions identified in the hall's risk assessment, which is posted on the hall noticeboard. In addition, you should conduct a risk assessment before your hiring period commences. A suggested method is at Annex B.
4. **Cleaning.** 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 will be 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 again as in Paragraph 3a. above on leaving.
 - a. Completing the 'hall last cleaned' certificate, located on the entrance sanitisation table, as you leave.
2. **Test and Trace.** 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

¹ Current Government regulations allow groups of up to six to socialise together at an activity within their group. These do not have to be members of the same household, and a group could be made up of individuals from six different households. The limit of six does not apply to a single household group or support bubble which is more than six people, or to members of a 'linked household'. A 'linked household' is one which has been formed from one adult with children with another household. These groups are called 'qualifying groups'.

the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test.

3. **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.
4. **Social Distancing.** You will maintain social distancing as follows:
 - a. **Attendance.** 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 people attending do so in groups of no more than 6 (unless they are a 'qualifying group'²) and that such groups do not mingle.
 - b. **Maintenance.** 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 it 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 uses the toilets at one time.
 - c. **Vulnerable People.** 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.
5. **Face Covering.** All those attending your event **MUST** wear a face covering unless an exemption or other government guidance applies to the activity. This could be for a physical activity, if they are aged under 11 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.
6. **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 six or less people 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, face coverings 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.
7. **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.
8. **Test and Trace.** It is essential the hirer conforms with the Government's Test and Trace Regulations for the Collection of Contact Details. An NHS QR code poster is displayed on the table inside the hall entrance.

² Within an existing social bubble.

- a. The hirer (or one attendee if the hirer will not be present) is to provide their name and contact details to the Hall Manager³.
 - b. 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 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.
9. **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.
10. **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.
11. **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 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.
12. **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.

³ The Hall Manager will keep for 21 days records of customers, visitors and staff who visit the hall and provide data to NHS Test and Trace if requested.

- (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.
 - (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.

13. Other Measures.

- a. **Transmission.** 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.
- b. **Activities.** Where a sports, exercise or performing arts activity takes place, you must organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
- c. **Closing.** Provision of food and drink MUST cease by 10pm. Any bar, dinner or similar activity MUST close by 10pm.

Annexes:

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

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** seek a COVID-19 antigen test.

Maintain 2 metres social distancing as far as possible inside and outside the hall Building (in garden and car park). 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 exemption applies to a person (e.g. for health reasons, those aged under 11) or a person has a reasonable excuse not to wear a face covering (e.g. when taking part in an activity to which an exemption applies). **This is a legal requirement.**

'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.	