

Conditions of Hire during COVID-19

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, 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.

SC2:

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

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. You must pay particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied or your own ordinary domestic products. You will be required to clean again before leaving the premises.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You must 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 seven days, and that if they develop symptoms within seven 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 doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 25 people attend your activity/event, in order that social distancing at two metres can be maintained. This can be increased to 50 people where social distancing is one metre. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes any one-way system 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 waits to use each toilet 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 a two metre 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 two 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 bags provided in both toilets and the kitchen before you leave the hall.

SC10:

If drinks or food are made on the premises, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

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 in the Committee Room. 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 Bookings Secretary on 01326 372293.

SC13:

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 avoid using any 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.

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter the hall premises if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within seven days** of visiting these premises alert Test, Track and Trace. Also alert the Bookings Secretary [telephone 01326 372293] and the organiser of the activity you attended.
- 3. Maintain two metres social distancing as far as possible.** Wait behind any marked lines as you go through the entrance hall to your activity and observe any one-way system as 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. “Catch it, Bin it, Kill it”.** Tissues should be disposed of in one of the rubbish bags provided, then wash your hands. Paper towels should also be put in the rubbish bins.
- 7. Check that 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. This is the responsibility of the hirers.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is a lower risk than being opposite them. Briefly passing another person in a confined space is a low risk.
- 9. Keep the hall well ventilated. Close doors and windows on leaving.**