

GUILDEN MORDEN VILLAGE HALL – 1st September 2020

Appendix E

Special Conditions of Hire during COVID-19

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

SC 1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the **COVID Secure Guidelines** while entering and occupying the hall, as shown on the village hall website (<https://www.guildenmorden.gov.uk/village-hall-overview/village-hall-documents>) and also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC 2:

You undertake to comply with any actions identified in the hall's risk assessment, of which you have been provided with a copy and which can also be found on the village hall website (<https://www.guildenmorden.gov.uk/village-hall-overview/village-hall-documents>).

SC 3:

The hall will be cleaned before your arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.

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

SC 4:

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** alert the [booking secretary, Rachel Tanser](#) on [01763 852007](tel:01763852007) and use the NHS Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

SC 5:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated. Note this does not replace social distancing and users should continue to wash hands regularly and maintain social distancing. It is also important that face coverings are used properly by thoroughly washing hands before putting them on and taking them off.

SC 6:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. Both front entrance and internal lobby doors should be opened. You will be responsible for ensuring they are all securely closed on leaving.

SC 7:

The management committee have decided that the hall cannot currently be used for events with more than **30** people attending.

SC 8:

As per the above, you will ensure that no more than **30** 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, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving through the lobby and accessing toilets) which should be kept as brief as possible. You will make sure that no more than **1** person uses each suite of toilets at any one time.

SC 9:

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.

SC 10:

In general people are being advised to only meet indoors in groups of up to 2 households or, outdoors, meet in a group of up to 6 people from different households, following social distancing guidelines as far as possible. Those in single adult households can form a support bubble with another household. The responsibility rests with the individual to comply, and with the hirer (the event organiser) to have carried out a risk assessment and operated the event under COVID-19 Secure guidelines to make it possible.

SC 11:

We will aim to have laid out the room to accommodate your activity prior to your arrival. However if you need to move any of the furniture you will position it and/or arrange 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.

SC 12:

You should encourage people to wash clothes after attending an activity or event to reduce the risk of transmission.

SC 13:

You are asked to keep a temporary 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. This information should be kept securely so as to comply with GDPR (e.g. a password protected phone or tablet or a locked filing cabinet) then destroyed afterwards. Note it is not compulsory for people to provide their information but could help contain outbreaks.

SC 14:

You may use the bins provided to dispose of rubbish however if these are full you will be responsible for the disposal of all excess rubbish created during your hire, including tissues and cleaning cloths, which means taking all rubbish away with you when you leave the hall.

SC 15:

We advise that the kitchen should **NOT BE USED** unless absolutely necessary therefore you will encourage users to bring their own drinks and food if required e.g. water bottles. If you must use the kitchen a maximum of two people are allowed in the room at any one time. 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.

SC 16:

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.

SC 17:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall they should immediately leave the premises by the nearest exit if safe to do so. If this is not possible you should remove them to the designated safe area which is in the [Committee Room](#) i.e. the area between the main hall and the kitchen, until transport home or to hospital is available. Provide them with 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, then they must 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 [booking secretary, Rachel Tanser](#) on [01763 852007](#).

SC 18:

Note that in case of emergency it is important to prioritise safety over social distancing, so in the event of fire or accident people do not have to stay 1 or 2m apart if it would be unsafe to do so.

SC 19:

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.

SC 20:

If your activity is sports or exercise related you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. Please refer to the appropriate websites for further details. It is your responsibility to be aware of the latest information and to follow this guidance/act accordingly. We require hirers to expressly confirm they are complying with such governing body guidance as is appropriate for their area of sport/exercises.

SC 21:

Where equipment is required for your activity, where possible, you will ask those attending to bring their own equipment and not share it with other members. If this is not possible you will avoid using equipment which is difficult to clean, and you will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

SC 22:

If your event includes collecting money you must include this in your own risk assessment. Where possible encourage attendees to use online banking or contactless payments. If cash must be used consider how to make this as safe as possible i.e. introduce a payment desk with a hand sanitiser and maintain socially distanced queuing. Make sure the 1 person handling the money wears gloves and washes their hands/uses hand sanitiser afterwards. Please ask all attendees to do the same when handling money. Once collected cash should be safely stored and not touched for 72 hrs.

SC 23:

The guidance is changing on a week by week basis. If you are responsible for your hire please keep up to date with the latest information and ensure that activities not allowed by government do not take place in the hall, and that includes any activity organised by your hirers.