



## Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, the hall's standard conditions of hire. (See Form B)**

**Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises. They should take account of any guidance relevant to their specific activity or sector and prepare their own risk assessment accordingly.**

### **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: -

- a) **Everyone will be required to wear a face covering, and will be required to keep it on,** unless covered under a 'reasonable excuse'. This could be for a gym class, if users need to eat or drink something, or if they have a health or disability reason to not wear one.  
<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering>
- b) Upon entering and leaving the hall everyone should be asked to **wash their hands thoroughly for at least 20 seconds using soap and water** or to use the hand sanitiser provided

### **SC2:**

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

### **SC3:**

You will be responsible for cleaning door handles, light switches, chairs, tables, 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 either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. 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 10 days, and that if they develop symptoms within 48 hours of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. They must get a COVID-19 Antigen Test.

### **SC5:**

You will keep the premises well ventilated throughout your hire, with internal doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

You may wish to consider locking the external door once all your attendees are present to avoid other persons accessing the premises and using the toilets without your knowledge. If you do so, please leave the key in the lock so that the escape route is not compromised in an emergency.

### **SC6:**

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 people attending do so in groups of no more than 6. You will ensure social distancing of 2m between individuals or groups is maintained as far as possible, including while waiting to enter the premises, and as far as possible observes social distancing of at least 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 1 person uses each suite of toilets at one time unless they are from the same household.

**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 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.

**SC8:**

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 6 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, and good ventilation. If tables are being used, you will place them 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.

**SC9:**

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 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. This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Track and trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bin provided in the lobby before you leave the hall.

**SC11:**

You will be responsible, if drinks or food are made, 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, to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

**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 at the top of the lobby. 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 AVH Chair (Tony Jones) on 01304 812076 or 07808 934482 or the Vice Chair (Hazel Howard) on 01304 813087

**SC14:**

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.

**SC15:**

Other special points as appropriate: -

- You will organise your activity in accordance with guidance issued by the relevant governing body for your sport, activity or organisation.
- You will ask those attending to bring their own equipment and not share it with other members or you will avoid using 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 if you or anyone in your household has COVID-19 symptoms.**

**2. If you develop COVID-19 symptoms within 48 hours of visiting these premises**

- Alert NHS Test and Trace.
- Alert the hall chairman on 01304 812076 / 07808 934482 or vice chair on 01304 813087
- Alert the organiser of the activity you attended.
- You must get a COVID-19 antigen test.

**3. Maintain 2 metres social distancing as far as possible**

Take care as you go through the entrance hall to your activity and observe any instructions given

**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 into one of the rubbish bags provided.  
Then wash your hands.

**7. Face coverings MUST be worn unless you have a valid exception**

**8. 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 the hall between each hire.

**9. 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.

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

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