



Special Conditions of Hire during Winter 2021 (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 COVID-19 Secure advice 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, 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 regularly used surfaces clean during your hire and to clean them again on leaving. Please pay 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.

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 48 hours and that if they develop symptoms within 10 days of visiting the premises, they **MUST** get a COVID-19 Test.

SC5:

You will keep the premises well ventilated throughout your hire, with doors open as far as convenient or opened at regular intervals to allow in fresh air. **You will be responsible for ensuring they are all securely closed on leaving, including all internal fire doors.**

SC6:

You will ensure that you have minimised the risks arising from your activities and that you act in accordance with all relevant guidance and your own risk assessment.

You will limit numbers attending, if necessary, to ensure that social distancing can be maintained. You will encourage people to avoid close contact with those they do not regularly meet, that they observe any one-way system within the premises and as far as possible observe measures such as face coverings when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will ask people to 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 limit the risk to anyone likely to be clinically extremely vulnerable to COVID-19. For example, by taking steps to avoid them coming into close contact with other people they do not know, ensuring they can access the toilets, kitchen or other confined areas without compromising social distancing, and that face coverings are used in their proximity.

SC8:

You are strongly advised to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, for example:- seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings and good ventilation. If tables are being used, a wide U-shape is advisable.

SC9:

You are requested to 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 or 2 households 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.

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:

Users are encouraged to bring their own drinks and food. Food and drink should be consumed whilst seated whenever possible.

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:

For events with larger numbers in attendance, you will take any additional steps necessary to ensure the safety of the public in relation to Covid-19, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit those closest to the exits first and invite people to use toilets in the interval row by row.

SC15:

To avoid risk of aerosol or droplet transmission please 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.

SC16:

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 use or provide is cleaned before and after use; particularly when being stored in the hall.

SC17:

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

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 10 days of visiting these premises you must get a COVID-19 test.

3. Maintain social distancing as far as possible from anyone you do not have regular contact with

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 should be worn in confined areas

(e.g. toilets, corridors) unless you have a valid exception and you are encouraged to wear them at a busy or crowded event, if the organiser asks you to do so and where necessary to protect more vulnerable people

8. Check the organisers of your activity have cleaned door handles, tables, 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

Remember to close doors and windows on leaving!