

Hascombe Village Hall

Special Conditions of Hire during COVID-19

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

PLEASE NOTE: - Risk under the crisis regulations falls to the event organiser. If a hirer, the event organiser, does not feel the hall is in a condition that enable them to comply, they should not use the hall. The Government guidance says that if organising an activity you should carry out a C 19 risk assessment (an example of which is attached) to identify actions which could minimise risk of transmission.

1. 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. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
3. 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, 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
- 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 7 days, and that if they develop symptoms within 7 days 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 also agree to abide by the Governments 2M social distancing rule at all times unless they are within their family group.
5. 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.
6. You will ensure that no more than 25 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, observes the one-way system within the premises, and as far as possible observes 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 2 people use each suite of toilets at one time.

7. 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.

8: 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 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 a distance of at least 2 metres across the table between people who are face to face.

9: It is essential that you keep a 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 Track and trace if required.

10: 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 the hall (or those in the kitchen if permission to use the kitchen has been granted) and take all rubbish away with you.

11. If permission to use the kitchen has been granted you will be responsible for ensuring that all crockery and cutlery used is washed up in hot soapy water, dried and stowed away. You will bring your own clean tea towels and washing up cloths so as to reduce risk of contamination between events and take them home with you for washing. We will provide washing up liquid.

12. 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.

13: 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 the Changing Room and call either 999 or 111 on your phone or the emergency phone situated by the Ladies Toilets. There is a small emergency pack of tissues, hand sanitizers and face masks etc on the bench. Then 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. **Please Inform the booking secretary on 01483 208147 or Caretaker 07533461319 ASAP, and also email HascombeHall@gmail.com**

14. Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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.

15. Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport of activity.