



## Harby Village Hall

### Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, Harby Village 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, of which you have been 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, 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!

Please Note: The lights switches for the toilets are all infra-red and will automatically turn the lights on upon entry. No attempt should be made to clean these light switches.

Please remind all your attendees, that they should not touch these light switches, they have no need to!

#### **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 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.

**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 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, 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 one person uses each suite of toilets at 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 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 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 e.g. using a wide U-shape.

**SC9:**

You are asked to 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.

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in either the bin located in the main hall or the bin located in the kitchen.



**SC11:**

You will encourage users to bring their own drinks and food or 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, so as 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 the room located at the rear of the building, past the ladies toilets. 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 and ask them to leave the premises first. Once the hall is empty, the person with suspected Covid-19 symptoms can then leave the hall, taking care not to touch any surface. Within the designated safe area, there are face masks and the person with suspected symptoms should use one of these immediately upon entering this safe zone and maintain its use. When leaving the premises, all attendees should leave observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. As the hall hirer, it is your responsibility to inform the hall management committee by emailing [harbyvillagehall@outlook.com](mailto:harbyvillagehall@outlook.com).

**SC14:** No more than 30 people, including you the hirer and any staff, are allowed in the hall at any one time!

**SC15:**

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 or any equipment that you use during your time in the hall is cleaned before use and after use.



I, the under-signed, confirm that I have read all of the above special conditions of hire and will adhere to all of these special conditions to the best of my ability and with all due care and diligence.

Name of Hall Hirer Organisation:.....

Name of Hall Hirer:.....

Signed:.....

Dated:.....