

Special Conditions of Hire for COVID-19

These conditions are supplemental to the hall's ordinary Terms of hire. 'You' refers to the hirer.

1. 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 NHS Test and Trace (119) system to alert others with whom they have been in contact.
2. You will be responsible for ensuring those attending the activity or event comply with these COVID-19 rules while entering and occupying the hall, as shown on the attached poster, in particular washing hands when entering the hall and after using tissues.
3. You will comply with the actions identified in the hall's risk assessment.
4. 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 the period of hire **before** other members of the group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during the hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied under the kitchen sink or ordinary (bleach or alcohol based) domestic products brought in. You will be required to clean again on leaving.
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 50 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes any one-way system within the premises, and as far as possible when using more confined areas e.g. lavatories, which should be kept as brief as possible.
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 chairs as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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.
9. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided under the kitchen sink before you leave the hall. Green bins outside the hall may be used for all potentially contaminated waste.
10. You will encourage users to bring their own drinks and food, and will be responsible for ensuring that all crockery and cutlery used 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.
11. The Trustees 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 these conditions have not been complied with, whether by you or others. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

12. 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 front grass. 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 the keyholder on 0845 074 3399.
13. You will maintain a list of attendees and their contact details and hold this for three weeks in case NHS Test and Trace (119) needs it.

HELP KEEP THIS HALL COVID-19 SECURE

1. **You must not enter if you or anyone in your household has had COVID-19 symptoms in the last 7 days.**
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert NHS Test and Trace (119). Alert the hall Trustees on 0845 074 3399 and alert the organiser of the activity you attended.
3. **Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe any one-way system marked.
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.** Wash 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. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. The Trustees cannot clean all surfaces at the hall between each hire.
8. **Take turns to use confined spaces such as 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.
9. **Keep the hall well ventilated. Close doors and windows on leaving.**