

Appendix E

Lawshall 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.

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. (Appendix C)

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. It is also displayed on the noticeboard in the Hall. (Appendix F)

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. Place new rubbish bags in bins if needed.

Please take care cleaning electrical equipment and light switches. 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 7 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a Covid 19 antigen test.

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 people attending do so in groups of no more than 6 (unless they are a "qualifying group") or two households (which can be larger than 6 people) and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within

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the premises, and as far as possible observe 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.

There should be no more than **two people** in the kitchen at any one time. Special attention to distancing must be paid when using the hatch between the kitchen and the Jubilee room.

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 six 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, face coverings and good ventilation. If tables are being used, you will place them so as 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. This should be stored securely, to be GDPR compliant, and kept for 21 days and securely destroyed (EG shredded).

If food and drink is being served, then the contact details of **everyone** attending must be obtained on arrival unless they register using the QR poster or have provided details beforehand.

SC10:

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

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the bag and place in the outside wheelie bin. All other rubbish should be taken away with you when you leave the hall.

SC11:

You will encourage users to bring their own drinks and food unless we have specifically told you otherwise. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during an exercise class) it must be consumed while seated. If food and drink is served at tables you MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

You are be responsible, if drinks or food are made or served, for ensuring that all crockery and cutlery is washed in the dishwasher. Load the dishwasher and set it going. It is not necessary for you to empty it. You will bring your own clean tea towels if you wish to use them, so as to reduce risk of contamination between hirers, and take them away. We will provide dishwasher tablets, 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 that 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 store room on the left of the entrance hall, marked "Safe Room". They may also use the disabled toilet. Which should be carefully wiped down before another person uses it.

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, and consider showering, when they arrive home. Inform the hall cleaner on 01283 830182.

SC14:

For events with more than 30 people (when allowed) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or

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stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, eg refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members.

You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

SC17

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.

SC18: You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.