

CVH

Registered Charity
Number 1001707

Clive Village Hall Special Conditions of Hire during COVID-19

Appendix E

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

All users and those making a booking must read and acknowledge they have

- **read the COVID 19 special conditions of hire**
- **read the Clive Village Hall Building risk assessment**
- **produce your own risk assessment plan which may vary depending on the activity**

By email please to Cath Varga : theoldforgers@btinternet.com

On entering a village hall, you will be required to wear a face covering, and will be required to keep it on unless there is a "reasonable excuse" for removing it. This could be for a gym class, if you need to eat or drink something, or if you have a health or disability reason to not wear one

In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering

This includes (but is not limited to):

- children under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons)
- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability

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 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!

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 **15** 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** toilets are used at one time. The men's urinals are closed

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 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 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, taking all rubbish away with you when you leave the hall.

SC11:

The kitchen is not to be used except for After School Club and the Post Office. When the kitchen is re-opened, you will encourage users to bring their own drinks and food. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is put through the dishwasher wherever possible or 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 brushes/cloths. No more than **2** people at one time in the kitchen.

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 disabled toilet. The Covid 19 First Aid Kit is stored there containing appropriate equipment and instructions. The sink will provide 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 Paul Nicholson on 01939 220500 or Cath Varga on 01939 220651.

SC14: 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, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC15: You will ensure any items/equipment your group use, including cupboards, where equipment is stored at the hall are cleaned both before and after use.

SC16: Payments for hire of the hall will need to be made regularly either weekly or monthly by BACS transfer. No cash will be accepted.

Please bank transfer to Clive Village Hall; Sort Code 09-01-55 (Santander); Account number 47347804. Use group name and hire date as reference eg Yoga 070920

SC17:

Other special points as appropriate.

- 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 or activity

- Where a group uses their own equipment:

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

- Only enter the cupboard next to the kitchen to access cleaning equipment and materials, which will be clearly marked and just inside the door.
- You will not attempt to enter the cupboard housing the boiler, in the front entrance.