

## Special Conditions of Hire during COVID-19 version 1

**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.

### **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 and heating 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 and 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 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 inform you, and you, in turn, us. They **MUST** get a COVID-19 antigen test

### **SC5:**

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving. The extractor fans, which are located at both ends of the hall, must be on at all times. They will switch off when you activate the Master Switch on leaving.

### **SC6:**

You will ensure that no more than 23 people attending your activity/event are in the hall at any time, in order that social distancing can be maintained. If appropriate, with use of the garden greater numbers can be accommodated. 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 two empty chairs 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, taking all rubbish away with you when you leave the hall.

**SC11:**

You will encourage users to bring their own drinks and food. If users leave any personal equipment such as drinking bottles behind, you will dispose of them. 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.

**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 clearly marked. Provide tissues and a plastic bag for rubbish (stored with the 1<sup>st</sup> Aid Kit in the kitchen cupboard), 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 hall Bookings Secretary, Jackie on 01474 874693 or Iris on 01474 872767.

**SC14:**

For events with more than 30 people 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 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, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC16:**

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.

And

You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall.

**SC17:**

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.

**Special Conditions of Hire during COVID-19 version 1**

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**Hire venue:** Ash Village Hall, TN15 7HB

**Hire date or day(s):** \_\_\_\_\_

**Time of Hire From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Additional time required for cleaning:** 15 minutes before & 15 minutes after paid hire period.

**I will arrive not before:** \_\_\_\_\_ **and leave by:** \_\_\_\_\_

I confirm I have received the Special Conditions of Hire.

I fully understand the Special Conditions of Hire.

I will ensure the Special Conditions of Hire are adhered to throughout my hiring.

**Name of hirer:** \_\_\_\_\_

**Person responsible for cleaning:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Help keep this hall COVID Secure

1. You must not enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Track and Trace. Alert one of the Bookings secretaries - Jackie on 01474 874693 or Iris on 01474 872767, and alert the organiser of the activity you attended.
3. Face coverings must be worn inside the hall.
4. Maintain 2 metres social distancing as far as possible: Wait behind the marked lines as you wait to enter the hall and observe the one-way system marked.
5. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided in the toilets.
6. Avoid touching your face, nose, or eyes. Clean your hands if you do.
7. "Catch it, Bin it, Kill it". Tissues should be disposed of safely. Then wash your hands.
8. Check the organisers of your activity have cleaned door handles, tables, chairs, other equipment, sinks and surfaces before you arrived. Keep them clean. We cannot clean all surfaces at the hall between each hire.
9. Take turns to use confined spaces such as corridors, 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.
10. Keep the hall well ventilated. Close doors and windows on leaving.
11. Wash your clothes when you get home to reduce risk of transmission.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes	Action by who?	Action by when?	Done
Everyone in the hall	<ul style="list-style-type: none"> <li>•Airborne transmission of CV-19</li> </ul>	<p><b>•Everyone over the age of 11 to wear a face mask at all times when inside the building, unless medically exempt.</b></p>	<p>Face masks should be put on before entering the building and not removed until they have left the building. They should only be removed briefly if eating, drinking or while undertaking a permitted activity.</p>			
Contractors and volunteers	<ul style="list-style-type: none"> <li>•Cleaning surfaces infected by people carrying the virus.</li> <li>•Disposing of rubbish containing tissues and cleaning cloths.</li> <li>•Deep cleaning premises if someone falls ill with CV-19 on the premises.</li> <li>•Occasional Maintenance workers.</li> </ul>	<ul style="list-style-type: none"> <li>•Stay at home guidance if unwell at entrance and in Main Hall.</li> <li>•Volunteers and contractors to use protective overalls and plastic or rubber gloves.</li> <li>•Volunteers advised to wash outer clothes after cleaning duties.</li> <li>•Specialist provider to be contracted if deep clean is required.</li> </ul>	<p>Cloths should be used on light switches and electrical appliances rather than spray disinfectants. Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>			
Contractors and volunteers	<ul style="list-style-type: none"> <li>•Those who are either extremely vulnerable or over 70.</li> <li>•Those carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</li> <li>•Mental stress from handling the new situation.</li> </ul>	<ul style="list-style-type: none"> <li>•Those in the vulnerable category are advised to be extra cautious and use PPE if they need to enter the hall.</li> </ul>				
Car Park / paths / patio / exterior areas	<ul style="list-style-type: none"> <li>•Social distancing is not observed as people congregate before entering premises.</li> <li>•Parking area is too congested to allow social distancing.</li> <li>•People drop tissues.</li> </ul>	<ul style="list-style-type: none"> <li>•Mark out 2 metre waiting area outside all potential entrances to encourage care when queuing to enter.</li> <li>•Committee to be observant of rubbish dropped outside which might be contaminated.</li> <li>•Wear PPE when removing dropped rubbish.</li> </ul>				
Entrance / lobby / corridors	<ul style="list-style-type: none"> <li>•Possible "pinch points" and busy areas where there is a risk of social distancing not being observed.</li> <li>•Door handles, light switches in frequent use.</li> </ul>	<ul style="list-style-type: none"> <li>•Create one-way system and provide signage.</li> <li>•Door handles and light switches to be cleaned regularly.</li> <li>•Hand sanitiser to be provided.</li> </ul>	<p>Hand sanitiser needs to be checked regularly. Provide bins where required.</p>			

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes	Action by who?	Action by when?	Done
Main Hall	<ul style="list-style-type: none"> <li>•Door handles, light switches, heating controls, window catches.</li> <li>•Window and stage curtains.</li> <li>•Social distancing to be observed</li> <li>•Transmission prevention</li> </ul>	<ul style="list-style-type: none"> <li>•Door handles, light switches, window catches and other equipment used to be cleaned by hirers before and after use, and by the hall cleaner.</li> <li>•Social distancing guidance to be observed by hirers in arranging their activities.</li> <li>•Hirers to be encouraged to wash hands regularly.</li> <li>•Any personal equipment, such as drinking bottles, clothing and umbrellas, left behind by users must be disposed of.</li> <li>•Ventilation should be ensured by opening windows and doors e.g. door to garden while users are present</li> <li>•Extractor fans, which are located at both ends of the hall, should be left on at all times. They will switch off with the master switch when the hall is not in use.</li> <li>•Touching curtains should be avoided. If it is necessary to touch the curtains, hands should be washed or sanitised immediately before and after touching.</li> </ul>	Hand sanitiser provided.			
Chairs and tables	<ul style="list-style-type: none"> <li>•Chairs and tables touched by users could transmit CV-19.</li> </ul>	<ul style="list-style-type: none"> <li>•Users to only touch the tables and chairs they require.</li> <li>•Tables and chairs used to be cleaned by hirers before and after use.</li> </ul>				
Small meeting room	<ul style="list-style-type: none"> <li>•Social distancing more difficult in smaller areas.</li> <li>•Door and window handles</li> <li>•Light switches and heating controls</li> </ul>	<ul style="list-style-type: none"> <li>•Hirers to only use this room as part of the one-way system or if access is required to the electrical distribution boards or heating activator.</li> </ul>				
Kitchen	<ul style="list-style-type: none"> <li>•Social distancing very difficult</li> <li>•Door and window handles</li> <li>•Light, heating and ventilation switches</li> <li>•Working surfaces, sinks</li> <li>•Cupboard handles</li> <li>•Fridge/Freezer</li> <li>•Crockerly</li> <li>•Kettle / Urn</li> <li>•Cocker</li> </ul>	<ul style="list-style-type: none"> <li>•Hirers are asked to ensure only members of one family (or single person social bubble) use the kitchen to ensure social distancing.</li> <li>•Hirers to clean all areas likely to be used before use, wash, dry and stow crockerly after use.</li> <li>•Hirers to bring own tea towels.</li> <li>•Soap and paper towels to be provided.</li> </ul>	Cleaning materials to be made available in clearly identified location, regularly checked and re-stocked as necessary.			
Cleaning cupboard	<ul style="list-style-type: none"> <li>•Social distancing not possible</li> </ul>	<ul style="list-style-type: none"> <li>•No public access</li> </ul>				
Table store	<ul style="list-style-type: none"> <li>•Social distancing not possible</li> <li>•Door handles in use</li> </ul>	<ul style="list-style-type: none"> <li>•One person at a time to be in the store room</li> <li>•Tables to be cleaned by hirer before being returned to the store</li> </ul>				
Toilets	<ul style="list-style-type: none"> <li>•Social distancing difficult.</li> <li>•Surfaces in frequent use e.g. door handles, light switches, basins, toilet handles, seats etc.</li> </ul>	<ul style="list-style-type: none"> <li>•There are three toilet areas, one for gentlemen, one for ladies and one disabled facility.</li> <li>•Hirer to ensure only one user in each toilet area at any one time. Signage will remind users of this.</li> <li>•Hirer to clean all surfaces etc. before their participants arrive for their group.</li> </ul>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.			

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes	Action by who?	Action by when?	Done
Stage	<ul style="list-style-type: none"> <li>•Curtains</li> <li>•Social distancing</li> </ul>	<ul style="list-style-type: none"> <li>•Hire to control access and clean as required.</li> <li>•Touching curtains should be avoided. Curtains are drawn using the rope pull and hands should be washed or sanitised immediately before and after drawing.</li> </ul>				
Events	<ul style="list-style-type: none"> <li>•Handling cash and tickets</li> <li>•Too many people arrive</li> </ul>	<ul style="list-style-type: none"> <li>•Organisers arrange online systems and cashless payments as far as possible.</li> <li>•For performances seats to be limited, booked in advance, 2 seats between household groups.</li> <li>•Cash payments to be handled by one individual wearing gloves.</li> </ul>				



# Keeping Safe

## Guidance for hirers

The hall management committee maintain and regularly review a full Risk Assessment for the hall. This is available, by request to the management committee, for inspection. All hirers should familiarise themselves with the following key points from the Risk Assessment which highlights important information from the hiring agreement.

This general guidance applies to all hirers. You, the hirer, must carry out your own bespoke Risk Assessment considering the planned activities, ages of participants and any specific conditions unique to your hiring. You must make it available during the hiring

Hazard	Assessed Risk (1 - 25)	Mitigation	Reporting
Slips, trips and falls	6	Any spillages should be cleared up immediately.  Any trailing electrical leads/ cables should be secured with appropriate tape or hardware.	Any damage to the flooring should be reported to the management committee as soon as possible.
Working at height	8	A step ladder is provided for use if working at height, e.g. when decorating the hall.  Chairs and tables must not be used for working at height	Any damage to the stepladder must be reported to the management committee as soon as possible
Vehicle movements	12	Hirers should consider whether they need to control car parking to ensure pedestrian safety.	
Electricity	6	Any portable equipment used in the hall must have evidence of a recent PAT and must be checked for visual signs of damage before use.  "Safety Socket Covers" are dangerous and must not be used in the hall. See <a href="http://fatallyflawed.org.uk">fatallyflawed.org.uk</a>  Freestanding heaters present a fire risk and risk overloading the electrics so they must not be used in the hall.	Any electrical outlets or switches showing signs of a fault must not be used and must be reported to the management committee as soon as possible.
Manual handling	9	You should only lift items within your ability. Get help when lifting any heavy or awkward shaped items.	
Hall equipment	6	Take care when stacking hall chairs and tables to ensure they are the right way round, interlocking, and will not collapse and injure anybody.	

Hazard	Assessed Risk (1 - 25)	Mitigation	Reporting
Hazardous substances e.g. cleaning products	9	Cleaning products must be stored in their original container and not transferred to an unmarked container.  Hirers must ensure no cleaning products, except hand soap, sanitiser and domestic washing up liquid, are accessible to children or vulnerable people during the hiring.	
Fire	9	Hirers must ensure emergency exits are fully operational and remain accessible at all times.	Any activation of fire-fighting equipment, whether intentional or accidental, and any faulty emergency exits must be reported to the management committee as soon as possible.

If the Kitchen is to be used for food preparation purposes, it must be cleaned thoroughly before and after use. At least one member of kitchen staff should have a current food hygiene qualification and all food hygiene guidance must be adhered to.

### Emergency Contacts

NHS Direct: 111

Police, Ambulance, Fire Brigade: 999

Powercut or dangerous electricity supply cables: 105