

## South Wonston Village Hall

### Addendum to Conditions of Hire Due To 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. You should encourage all attendees to wear protective face coverings, unless an exception applies to your activity.

#### **SC2:**

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. You will undertake your own risk assessment for your group and provide a copy to the Village Hall Bookings Secretary.

#### **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 touched frequently during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean, paying particular attention to wash hand basins and kitchen sinks (if used), using the products supplied. You will be required to clean surfaces and equipment that have been used 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the NHS Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

#### **SC5:**

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. (People are not obliged to provide details)

#### **SC6:**

You will keep the premises well ventilated during your hire, with windows and doors open where possible. In the main hall turn on the air flow system during your session and keep

the inner front door open. You will be responsible for ensuring they are all securely closed on leaving.

**SC7:**

You will ensure that no more than [insert no] 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 the one-way system within the premises, and as far as possible observes social distancing of 1M plus when using more confined areas e.g. moving and stowing equipment, 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. *Note: currently only the Disabled Toilet is to be used.*

**SC8:**

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 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 whenever possible.

**SC9:**

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least the space of one chair between each person (unless they are from the same household) 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.

**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, taking all rubbish with you when you leave.

**SC11:**

You will encourage users to bring their own drinks and food whilst the kitchen remains closed.

**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 kitchen. 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 Bookings Secretary on 01962 884611

**SC14:**

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 on-site is cleaned before use and before being stored in the hall's cupboards if applicable.

**SC15:**

The hall is equipped with passive infra-red detectors which means that lights come on automatically in the following areas: corridors, toilets & kitchen. Please remind people not to touch these switches.

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