



Special Conditions for Use and Advice to Hirers

Revision 1 29th August 2020

1 Introduction

This document is intended to be sent to all hirers on booking (both 'regulars' and new hirers) to promote best practice while using the hall.

The special conditions of hire are taken from guidance given to village halls and represent the advice given to village halls for safe opening by government and Public Health England. By commencing your hire, you agree to comply with these conditions to the best of your ability.

We thank you for your cooperation and if you have any suggestions for improvement then please let us know.

2 General

Please make, and retain, a list of all those people present at the event you are running so that it can be passed to test and trace if anyone falls ill. If you have no paper a form has been placed on the windowsill nearest the Kitchen.

The VHC advise that all hirers may close the hall if they feel that social distancing or other risk controls are not being followed.

Maintain social distancing at all times, especially in pinch points (entrance lobby, toilet entrances, kitchen entrance). The outer main doors may be propped open during arrival and leaving to allow people entering sight of the lobby so that they can avoid meeting. If this does happen they are advised to pass quickly and avoid stopping to chat until they are in or outside and can chat with separation.

Frequently used surfaces such as door handles, scratch plates, window handles, tabletops, chairs, toilet seats, basins, switches, showers, the kettle and security keypad must be cleaned before use.

Hirers and their users must perform periodic cleaning of frequently used surfaces for hires longer than two hours. **Periodic cleaning is cleaning items immediately after use as well as cleaning commonly used surfaces (as defined above) on a regular basis throughout a long hire period.** This measure is intended to protect users during the hire.

Hirers must clean shared equipment when it changes hands. The materials for periodic cleaning are provided by the VHC but hirers are responsible for providing the necessary cleaning materials to allow their activity to be safely carried out.

Hirers and users must wash their hands regularly using soap and water provided in the toilets.

Hirers are to restrict occupancy of the kitchen to two people at any one time.

Hirers must ensure that no more than one person enters toilets at any one time. This is because the entrance is a pinch point in a relatively high-hazard area. Users are responsible for cleaning the seat and handle before use. The wipes can be disposed in the bins provided.



3 Special 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 poster which is 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 COVID-19 Return to Use Plan and illustrated in this document and in posters displayed in the hall. In particular users must wear face covering unless excused for medical reasons or are eating / drinking or performing strenuous exercise.

SC3:

The hall will be deep cleaned weekly, and you will be responsible for cleaning all regularly used surfaces at the start of, and during, your period of hire (including tables, wash hand basins, door handles) using the products supplied. 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. This is why you must make a record of the names and contact details (telephone / email) of those who attend.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient.

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 everyone attending maintains 2m social distancing while waiting to enter the premises, and as far as possible observes social distancing of 1m plus face coverings 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 (the exceptions are where a person needs assistance such as very young children or a person with a carer).

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 a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U- shape. Please see the diagrams in the advice section below.

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, in the wheelie bin.

SC11:

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 and washing up cloths. Note that no more than two people may be 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. 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 on the attendance sheet 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 GVH Bookings Secretary of the incident.

SC14: Live performances e.g. drama, music are not permitted at present. This is 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 at a volume which makes normal conversation difficult.

SC15:

You will ask those attending to bring their own equipment and not share it with other members where practicable 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 passed between your users / attendees.

SC16:

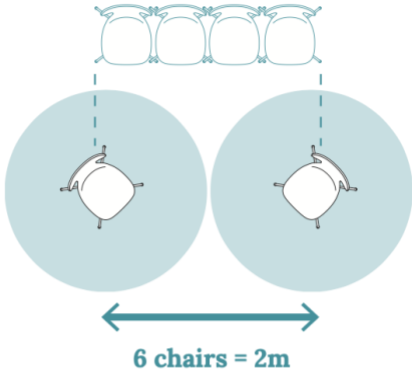
Hirers are to ensure that all doors and windows are closed at the end of a hire (ventilation during a physical event may be needed and there is a risk windows may be forgotten).

4 Advice to Hirers



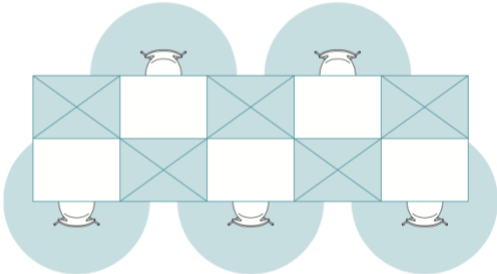
The following information is taken from 'COVID-19 Safer Community Centres (see [here](#)).

ACTIVITIES SEATING



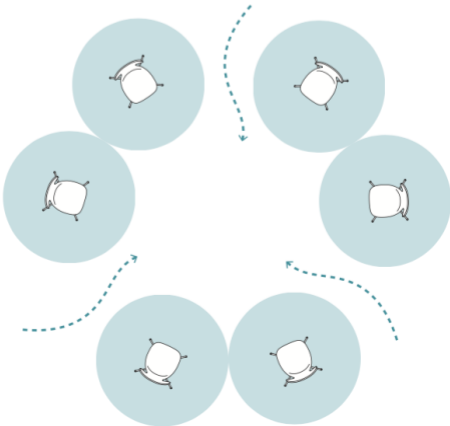
One-To-One

A useful rule of thumb is the width of 4 chairs is 2m safe distance.



Meeting

In the case of a formal meeting (eg AGM), avoid face to face arrangements by alternating seats. Sections of the table can be masked off to indicate safe arrangements.



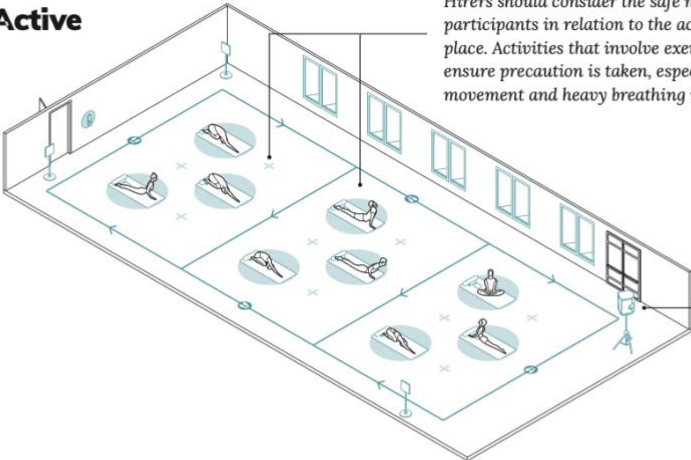
Small Groups

Use circular arrangements to ensure everyone can see each-other, while maintaining safe distancing. Seats should be arranged at safe distances before the meeting, with circulation routes consider to ensure safe passage.



ACTIVITIES INDOOR

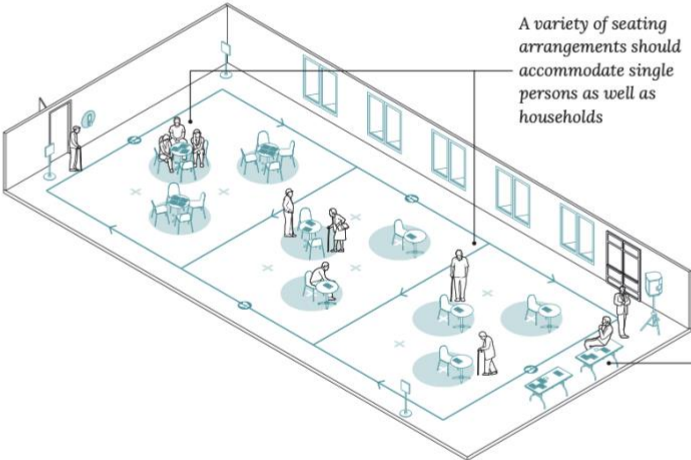
Stationary / Active



Hirers should consider the safe number of participants in relation to the activity taking place. Activities that involve exercise should ensure precaution is taken, especially when movement and heavy breathing is involved

Music should be played at a low volume to discourage speaking loudly and projecting one's voice

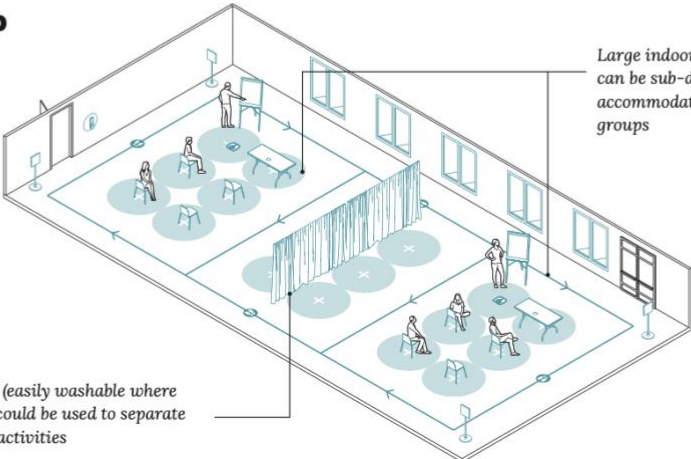
Seated



A variety of seating arrangements should accommodate single persons as well as households

Any paper-based materials required for activities, such as scorecards, should be disposed of by the user.

Seated Group



Large indoor spaces can be sub-divided to accommodate multiple groups

A curtain (easily washable where possible) could be used to separate different activities

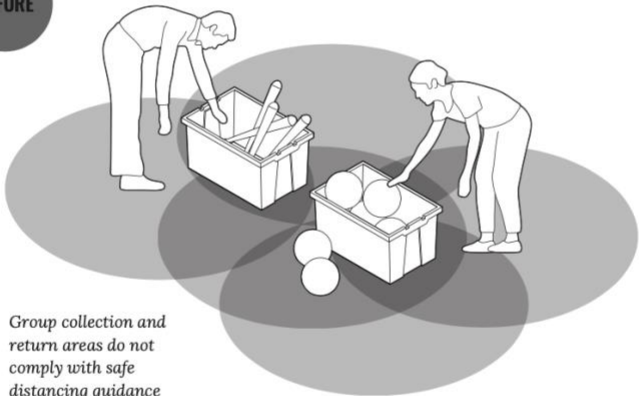


Players to wash their hands before & after games

Equipment

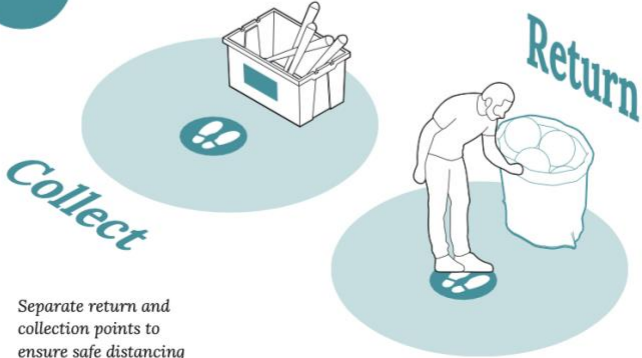
Shared equipment should be collected and returned using separate areas that allow for safe distancing. Equipment should be cleaned before and after use, and players should wash their hands before and after games. Consider using a bag for returned equipment, and the use of steam sanitisers. The use of objects such as bibs can be avoided by one team of players simply turning their shirts inside out to differentiate between teams.

BEFORE



Group collection and return areas do not comply with safe distancing guidance

AFTER



Separate return and collection points to ensure safe distancing