

Combe St Nicholas Village Hall re-opening: Special hiring conditions for Covid 19

IMPORTANT: PLEASE READ AND FOLLOW ALL OF THE BELOW CAREFULLY

We have undertaken a risk assessment of the hall (copy enclosed), based on Government advice and have taken steps to minimise risk as far as possible. However, this is very dependant on all our users complying with the actions which we have identified as necessary, following official guidance. Guidance posters will be displayed in the hall and equipment such as hand sanitiser and paper towels will be provided. Please note that these conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

You, the hirer will:

1. 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 in the hall.
2. Undertake to comply with the actions identified in the hall's **risk assessment**, a copy of which is provided for you.
3. Instruct all attenders to use the **hand sanitiser** supplied when entering the hall, and bring your own sanitiser to be employed during your hiring, especially after using tissues.
4. **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**. 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). You will be required to **clean again on leaving**. Please take care when cleaning electrical equipment: use cloths - do not spray! You do not need to clean the upholstered chairs, but be extra vigilant about regular use of hand sanitiser, especially before getting out and stowing these chairs.
5. 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** alert you, the hall deputy caretaker on 01460 261909 and the hall secretary on 01460 63445, and use the Test, Track and Trace system (www.nhs.uk/coronavirus or call 119) to alert others with whom they have been in contact.
6. In the event of someone **becoming unwell with suspected Covid-19 symptoms while at the hall**, remove them to the designated safe area which is the small room to the left of 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 to 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 cleaner on 01460 261909 and the hall secretary on 01460 63445 and instruct the affected person to alert Test, Track and Trace (www.nhs.uk/coronavirus or call 119).
7. Keep the premises **well ventilated** throughout your hire, with windows and doors open as far as convenient. Ensure they are all securely closed on leaving.
8. Ensure that **no more than the maximum permitted number of people, including you, attend your activity/event**, in order that current social distancing can be maintained. You may have up to 18 seated at tables, 25 seated in rows, or 30 standing. Ensure that everyone attending maintains **social distancing** while waiting to enter the premises, and as far as possible when using more confined areas such as when moving and stowing equipment, which should be kept as brief as possible. Ensure that no more than one person uses each toilet at one time. If using tables, ensure that those from different household groups are seated at tables a **minimum of 2 metres apart**.
9. 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 two metre 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. Face coverings should be used if possible but particularly when close to older and/or clinically vulnerable people, for example in the kitchen or when serving them.

10. Position **furniture or the arrangement of the room** as far as possible to facilitate people seating side by side, with at least one empty chair or space between each person, rather than face to face. If tables are being used, place them so as to maintain a distance of at least two metres across the table between people who are face to face, for example using a wide U-shape.
11. Be responsible for the **disposal** of all wipes, tissues and cleaning cloths in the designated rubbish bins provided. Take all other rubbish away with you.
12. Encourage users to bring their own **drinks and food**. If drinks or food are prepared on the premises, you will be responsible for ensuring that all crockery and cutlery is washed in the dishwasher if possible, or failing that with hot soapy water, dried and stowed away. 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.
13. For **performances** and other events with seated audiences, provide attendants 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.
14. Ask those attending to bring their own **equipment** and not share it with other members if possible. Ensure that any equipment which is stored on the premises is cleaned before and after use.
15. Keep a temporary **record of names and telephone number of all attenders**, and retain it for 3 weeks. Store it securely and destroy it by shredding after 3 weeks. This is to enable NHS Test and Trace to contact everyone if there is a case of Covid-19. This is not a legal requirement, so individuals have the right to refuse, but it is highly recommended for everyone's safety.
16. Avoid the need for people to **raise their voices**, so for example, do not play loud music.
17. Recognise that **we will have the right to close the hall** at short notice, 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, you will not be charged for this hire.

You are strongly advised to carry out your own risk assessment before resuming use of the hall.

Areas which you need to consider include:

- Controlling numbers attending
- The cleanliness of the hall and equipment, especially after other hirers
- Managing social distancing, especially for vulnerable people including those who are over 70
- Respiratory hygiene
- Hand cleanliness
- Preparation in case someone falls ill with Covid-19

Please note that:

- The hall will be cleaned regularly, but it will not be cleaned between hirings
- When booking the hall, you will need to allow enough time for cleaning before and after use, as indicated in 4 above
- The Risk Assessment carried out by the Hall committee may be subject to change in line with Government and Village Hall guidelines