

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, 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 are displayed in the hall and equipment such as hand sanitiser and paper towels is 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 enclosed poster which is also displayed in the hall.
2. Undertake to comply with the actions identified in the hall's **risk assessment**, as indicated below.
3. Instruct all attenders to use the **hand sanitiser** supplied in the entrance lobby 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, chair frames, 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 clearly accessible locations). **Clean again on leaving**. Please take care when cleaning electrical equipment: use cloths - do not spray! You need only clean the metal seat frames of the upholstered chairs, but be extra vigilant about regular use of hand sanitiser, especially before getting out and stowing these chairs. Use only the set of chairs labelled "Please use 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** alert you, use the Test and Trace system (www.nhs.uk/coronavirus or **call 119**) to alert others with whom they have been in contact, and seek a Covid-19 antigen test. You must also contact Test and Trace and give them details of attenders (see 6 below), and inform the Hall Treasurer (Ian Croucher) on 01460 261909 and the Hall Facilities Manager (Jackie Cobbledick) on 01460 64098 so that further bookings can be cancelled until a deep clean has been carried out.
6. **Keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event** (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster. Retain any written record securely for 21 days, then destroy it by shredding. You must provide this record to NHS Test and Trace if required, in accordance with Public Health Regulations.
7. In the event of someone **becoming unwell with suspected Covid-19 symptoms while at the hall**, send them home immediately. If they need to wait for a lift, follow the instructions on the Covid-19 First Aid box in the designated safe area which is the disabled toilet off the entrance lobby, and take the person there. Ask others in your group to leave the premises via the kitchen door, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Hall Treasurer on 01460 64098 and the Hall Facilities Manager on 01460 261909, and follow instructions as in 5 above to alert Test and Trace.
8. Keep the premises **well ventilated** throughout your hire, with windows and doors open as far as convenient, but not so as to cause a draught. Ensure they are all securely closed on leaving.

9. Ensure that **no more than the maximum permitted number of people, including you, attends your activity/event**, in order that current social distancing can be maintained. You may have **up to 23** people whether seated or standing (but only **10 for exercise events**). If using tables, ensure that those from different groups of 6 are seated a minimum of 2 metres apart and do not mingle. Position **furniture or the arrangement of the room** as far as possible to distance people, ideally side by side rather than facing (see suggested seating layouts).
10. 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.
11. Ensure that all users wear **face masks** at all times while in the hall 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.
12. 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.
13. 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.
14. Encourage users to bring their own **drinks and food**. If drinks or food are prepared on the premises, you are 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. Cloths should be placed in the bin after use, not left out for reuse.
15. 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.
16. 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.
17. Avoid the need for people to **raise their voices**, so for example, do not play loud music.
18. Recognise that **we 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 if 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.

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 necessarily 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