

Rotherfield Village Hall

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's Standard Conditions of Hire. They will be regularly updated to reflect changes in Government guidance.

SC1: The hirer will be responsible for ensuring those attending the 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.

SC2: The hirer will comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: On entering the hall the hirer and all those attending are required to wear a **face covering** and are required to keep it on unless covered under a 'reasonable excuse'. This could be whilst participating in a sport or other exercise activity, when needing to eat or drink, or if there is a health or disability reason to not wear one. Hirers are required to encourage those attending activities to wear a face covering and to comply with the relevant guidance for their activity.

SC4: **The hirer will 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 the period of hire before other members of the hirer's group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during the hire, paying particular attention to wash hand basins, using either the products supplied (which will be in a clearly accessible location) or the hirer's own ordinary domestic products. The hirer will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths – do not spray

SC5: The hirer will make sure that everyone likely to attend their 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.

SC6: The hirer will keep the premises well ventilated throughout the hire, with windows and doors (except fire doors) open as far as convenient. The hirer will be responsible for ensuring they are all securely closed on leaving.

SC7: Government guidance is that venues following Covid-19 secure guidelines, which the hall does, will be able to host more than 6 people in total but no one should visit the hall in a group of greater than 6 people. People attending should avoid social interaction with anyone outside their group of 6 and provide contact details to the hirer to enable contact if needed by the NHS Test and Trace programme. (See SC11 below) In order that social distancing can be maintained no more than 42 people attend their activity/event in the main hall when seated at tables or 50 people when seated for a stage performance. The hirer will be responsible for ensuring all these requirements are met. The Parish Council and Lingen-Watson rooms are not available for hire at present.

SC8: The hirer will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the entry and exit system within the hall, 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. The hirer will make sure that no more than one person uses each suite of toilets at one time.

SC9: The hirer 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 and 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.

SC10: The hirer will position furniture or the arrangement of the main hall or meeting 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, the hirer 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.

SC11: The hirer is required to keep a record of the name and contact telephone number or email of all those who attend their event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required.

SC12: The hirer will be responsible for the disposal of all rubbish created during their hire, including tissues and cleaning cloths, in the rubbish bags provided in the main hall and disposed of in the bin located at the side of the hall.

SC13: The kitchen and bar are not available to hire at present. Hirers may wish to bring their own food and drink therefore.

SC14: The Management Committee will 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 or in the event that public buildings are asked or required to close again. If this is necessary, the hirer will be informed promptly and there will be no charge for the hire.

SC15: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall the hirer should remove them to the designated safe area which is the Parish Council room. Tissues, bin bag and hand sanitiser are provided together with a Covid-19 first aid kit. Others in the hiring group should be asked to provide contact details and then leave the premises, observing the usual hand sanitising and social distancing precautions, and launder their clothes when they arrive home. Inform the Booking Secretary on 01892 660138 or the Chairman on 01892 852935.

SC16: In the event of someone becoming unwell with Covid-19 symptoms within 7 days following the hire please inform the Booking Secretary on 01892 660138 or the Chairman on 01892 852935.

SC17: For events with more than 30 people the hirer 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.

SC18: In order to avoid risk of aerosol or droplet transmission the hirer 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.

SC19: Where a sports, exercise or performing arts activity takes place the hirer will organise their activity in accordance with guidance issued by the relevant governing body for their sport or activity.

SC20: Where a hiring group uses their own equipment the hirer will ensure that the equipment is cleaned before use and before being stored in the hall's cupboards, store rooms or on the stage after use.

SC21: Where a hiring group uses any hall equipment the hirer will ensure that the equipment is cleaned before use and before being stored in the hall's cupboards, store rooms or on the stage after use.

14th September 2020

Staying COVID-19 Secure in 2020

We confirm we have complied with the Government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with hirers of the hall
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help hirers to keep safe**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the hall
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Rotherfield Village Hall

Date: September 2020

Contact: Booking Secretary 01892 660138 or Chairman 01892 852935