

# AKELEY VILLAGE HALL

## Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

**This document is not intended to be comprehensive and Akeley Village Hall Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for common sense or following Government guidelines.**

**We have followed advice from ACRE and our insurers in preparing for the re-opening of our hall, as well as Government guidance.**

### **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. **Face masks/covering must now be worn before entering the hall, as outlined in the risk assessment version 6. Venues following COVID-19 Secure guidelines can host more than 6 people in total, but no one should visit in a group of greater than 6 from one household, unless you all live together (or are in the same support bubble). This change comes into effect on 14<sup>th</sup> September.**

### **SC2:**

You undertake to comply with the actions identified in Akeley Village Halls COVID-19 risk assessment, of which you have been provided with a copy.

### **SC3:**

**EITHER:** You will be responsible for cleaning door handles, light switches, sockets, window catches, blinds, 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 and to 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 either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. **You will be required to clean again on leaving.**

### **OR**

The caretaker can clean on request prior to hire or after hire, subject to 5-working days notice. Additional costs will apply and these will be advised beforehand and will have to be paid for in advance.

**Please take care cleaning electrical equipment. Use cloths - do not spray!**

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## **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.

## **SC5:**

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

## **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, observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each of toilets at any one time. Engaged/vacant locks are now fitted to the main toilet access doors. Please advise people to use them to control use. Face mask/coverings must be worn when moving around the hall. They may be removed while seated to consume food or drinks.

## **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.

## **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.**

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## **SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall for safe disposal.

## **SC11:**

You will encourage users to bring their own drinks and food. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water and dried prior to use and after use. You will need to 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.

## **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 in the entrance hall**. A COVID-19 first aid kit is located in the toilet with PPE equipment. 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 Village Hall Committee on: **07756 830357**.

**SC14:** At present events with more than 30 people are not permitted. If this restriction is eased you will need 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.

**SC15:** Live performances e.g. drama, music **are not** permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you 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.

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## **SC16:**

Other special points as appropriate.

Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members or avoid using equipment, which is difficult to clean, as far as possible. Equipment must be removed at the end of the hire.

Storage areas will be locked.