

WALDRINGFIELD VILLAGE HALL

COVID-19 EMERGENCY: SUPPLEMENTARY CONDITIONS OF HIRE

Version 1 as of 13th July 2020

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

The Trustees aim to provide a facility for local residents, while helping to keep people safe and reduce the risk of transmission. There will be remaining risks and hirers and individuals will have to make their own decisions about whether to organise or attend events. Waldringfield Village Hall takes no responsibility for any illness or disease that may be contracted in the Village Hall and all those who use the Hall do so entirely at their own risk.

These conditions will be revised from time to time in the light of experience and of government regulations and guidance. Please be alert to possible recent changes. At present social events and performances are not allowed.

1: Covid-19 Warnings

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 attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues. You are asked to inform those attending of the special conditions which apply.

2: Your Own Risk Assessment

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided a copy. You are required to make your own risk assessment before the hire event starts.

3: Your Responsibility for Cleaning

You will be responsible for cleaning door handles, light switches, window catches, hall equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire (including tables and the frames of chairs) **before** other members of your group or organisation arrive and to keep the premises clean through periodic cleaning of surfaces during your hire (at least every 90 minutes), paying particular attention to wash hand basins, taps, handles and lavatory seats (and kitchen sinks when access to the kitchen becomes permitted), using either the products supplied or your own ordinary domestic products. **You will be required to clean again on leaving. And you will also be required to complete before leaving the cleaning record kept in the entrance hall.**

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

4: Your Track and Trace Responsibilities

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. **You are required to keep a record of the telephone contact details of all attending each session**

of your activity and to retain it for 21 days with attendees understanding that these details will if necessary be made available to the COVID 19 Track and Trace Service.

5: Ventilation

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 and that all external doors (including the one in the lobby by the kitchen) are locked on leaving.

6: Ensuring Social Distancing

You will ensure that no more than 25 people in total are present during your activity/event (15 if this is a permitted exercise class), in order that social distancing can be maintained. These totals include organisers and instructors. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises (entrance only at the front with exit only through the double doors at the back of the hall), and remains distant as far as possible when using more confined areas e.g. moving and stowing equipment, such activity being kept as brief as possible.

7: Supervising use of Lavatories

You will make sure that no more than one person accesses any of the three lavatory areas (men, women and disabled) at one time. Please ensure that, all door handles, taps, WC flush handles, seats and light switches are cleaned before and after the hire and that the waste bins are emptied.

8: Your Care of the Vulnerable

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over and others 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 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. Take into account the latest advice about the wearing of facemasks in confined places and with people not regularly met. Consider advising participants to change and wash their clothes on returning home.

9: Use of Furniture

You will position furniture and arrange the room as far as possible to facilitate people seating side by side, with **at least** one metre between each person, or two metres if face to face. 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. Tables and chair frames should be wiped down at the end of the hire.

10: Disposing of Litter and Rubbish

You will be responsible for checking the area round the entrance for litter before you leave and then disposing of all rubbish, including tissues and cleaning cloths, in the rubbish bags provided and placing them in the refuse bins at the back of the hall before you leave. Make sure all bins in the hall have been emptied including those in all three lavatory areas. Follow East Suffolk Council advice and wipe all refuse bin handles before and after use.

11: Areas out of Use

The kitchen, the corridor, the office and the small hall (Kennedy Room), together with the Kennedy Room blue chairs, are not to be used. **The medical room is to be used only for a medical reason including accessing the first aid kit which is now stored there.** The book exchange remains closed for the duration. Your users may bring their own drinks and food but will not be allowed to use Village Hall crockery or cutlery or to access the kitchen for any purpose.

12: The Hall may be taken out of use with no notice

We will have the right to close the hall and without 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 or for any other valid reason in the judgement of the Hall’s trustees. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

13: Procedure if someone shows Covid-19 symptoms

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 medical room (between the storeroom and the office). Provide the patient with 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. All PPE and tissues should be double bagged before placing in the external rubbish bin. Inform the Village Hall Secretary (01473 736126) or Chair (01473 736506) or another member of the committee **without delay.**

14: Using equipment

If members of your group use their own equipment you will ask those attending not to share it with other members.

You will avoid using any of the Hall’s equipment which is difficult to clean, as far as possible. You will ensure that any of the Hall’s equipment you use is cleaned before use and afterwards before being stored in the hall’s storeroom

15: Reporting Issues

Please continue to report any accidents in the Accident Report Book which is kept by the entrance hall by the door to the corridor.

Please also use the Covid 19 Special Conditions Report Book kept in the same place to report any issues relating to these special conditions or other Covi-19 matters e.g. areas not thoroughly cleaned, broken equipment etc.

I have read and understand these conditions and undertake that I and my organisation will abide by all of them every time we make use of the Village Hall.

Signed.....

Organisation/Event(s).....

Date.....