

Storrige Village Hall

Herefordshire



COVID-19 REQUIREMENTS

Supplementary Hire Agreement:

Special Conditions of Hire during COVID-19

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

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the instructions while entering and occupying the hall, as detailed on laminated sheet "Please help keep SVH free of Covid" displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall, and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: You 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 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, using either the products supplied (which will be in the cleaning cupboard. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!

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 14 days, and that if they develop symptoms within 14 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact. Ensure your group members use the wall mounted thermometer in the entrance to check their temperature on entering the building. Any individual with a temperature 37.8C or greater should return home immediately and phone 111.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

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SC6: You will ensure that no more than 18 standing or seated people, or 10 people on yoga type mats 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, observes the same within the premises, 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. You will make sure that only 1 person at a time uses each suite of toilets which will be unisex for the duration of these special conditions. You will find one cubicle only available, the others being locked. Turn the sign to “occupied” upon entering the cloakroom and “vacant” upon leaving. Only 1 person to be in the hallway at one time.

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 social distancing across the table between people from different household groups 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. (People are not obliged to provide details). Please ensure you hand the details to another nominated person if you go away and will be un-contactable.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleansing wipes, and taking all rubbish away with you when you leave the hall. **No rubbish or rubbish bags are to be left at the village hall.**

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SC11: You will encourage users to bring their own drinks and food if required the kitchen will be locked. The cold water in the cloakrooms is suitable for drinking.

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 downstairs meeting room, signed Covid Room. 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 chairman Derek Sculley 07842694709.

SC14: In order to avoid risk of aerosol or droplet transmission 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.

SC15: Other special points as appropriate. E.g. Where a sports, exercise or performing arts activity takes place:

- You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity E.g. Where a group uses their own equipment:
- You will ask those attending to bring their own equipment and not share it with other members.
- You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.