

WISBOROUGH GREEN VILLAGE HALL

Special Conditions of Hire during COVID-19

Note: These conditions are in addition to, not a replacement for, the hall's standard conditions of hire

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 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.

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: The Hall Committee needs to ensure that a Risk Assessment pertaining to your particular group or activity has been made. You must provide a copy of this Risk Assessment to the Bookings Secretary at least 48 hours before your designated hire. You only need to do this once if you are a regular user unless circumstances change which dictate that a fresh assessment needs to be made.

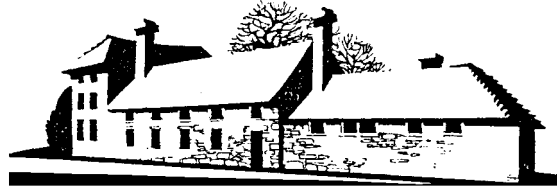
SC4: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using your own cleaning products (see Schedule A attached). **You will be required to clean again on leaving.**

SC5: 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. A NHS QR code poster is displayed in the entrance vestibule at the Hall for visitors who have the NHS Test & Trace app.

Also, inform the Hall Bookings Secretary on 07970 541738 and/or the organiser of the Hire event so that they can alert the Hall Bookings Secretary

SC6: 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.

SC7: 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, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation



WISBOROUGH GREEN VILLAGE HALL

measures (e.g. face masks) 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 no more than one person uses each suite of toilets at one time.

SC8: 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.

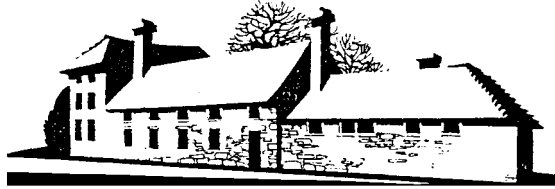
SC9: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household 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

SC10: 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.

SC11: 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.

SC12: The preparation of food or hot drinks at the Hall is NOT permitted. Hirers will ask members to bring their own refreshments to the activity together with any items required in order to consume these e.g. cups, teaspoons, Persons MUST NOT share refreshments or utensils with each other. Any unconsumed refreshments and other items brought to the hall must be removed at the end of the Hire. You are strongly urged not to use any Hall crockery or cutlery but if the need arises then you MUST ensure that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. The Hall will provide washing up liquid and washing up cloths.

SC13: The Hall Committee 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 cleaning is required or if it is reported that the Special Conditions of Hire above are not being complied with, whether by you or by other hirers, or in the event



WISBOROUGH GREEN VILLAGE HALL

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.

SC14: 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 Vine Room. Provide 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 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 hall Bookings Secretary on 07970 541738

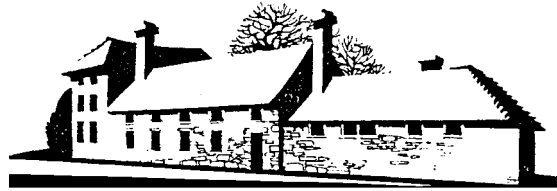
SC15: NOT APPLICABLE TO OUR HALL AT THIS TIME - For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants 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.

SC16: 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.

SC17: Equipment

Where a group uses its own equipment and if appropriate:

- You will ask those attending to bring their own equipment and not share it with other members
- You will avoid using equipment, which is difficult to clean, as far as possible.
- You will ensure that any equipment you use is cleaned before use and before being stored in the hall's cupboards].



WISBOROUGH GREEN VILLAGE HALL

SCHEDULE A COVID-19 CLEANING ADVICE

You are only required to clean those items which you or members of your group use during your hire.

Clean both before you start your activity and before you leave the Hall.

If your Hire is for a period exceeding one hour, you are strongly advised to carry out an intermediate clean

Domestic cleaning products will be satisfactory for cleaning. The following types of product will be suitable for cleaning the items listed.

Chairs –metal frames	General Anti bacterial spray/wipes
Chairs –upholstered seats	Anti bacterial spray for use on upholstery (e.g. Dettol All in One disinfectant spray) – DO NOT soak the chair – not necessary – use paper towels to dry any chair that becomes too wet
Tables	General Anti bacterial spray/wipes
Door handles	General Anti bacterial spray/wipes
Light switches & electrical sockets	General Anti bacterial sprayed onto a cloth. DO NOT spray directly onto the electrical fitting
Window catches	General Anti bacterial spray/wipes
Worktops	General Anti bacterial spray/wipes
Equipment	General Anti bacterial spray/wipes
Toilet handles and seats	General Anti bacterial spray/wipes
Sinks, basins, sanitary ware	Bleach
All surfaces likely to be used during your period of hire (hard surfaces only)	General Anti bacterial spray/wipes
Tiled surfaces	Diluted Bleach
Curtains	Frequent cleaning of Hall curtains is extremely difficult to manage effectively. Use single use disposable gloves to open/close curtains. Place used gloves in rubbish bag which must be removed at the end of hire.

NB1 - Pay particular attention to wash hand basins and kitchen sinks (if used)

NB2 - Please take care when cleaning electrical equipment including light switches.

Use cloths - do not spray!