

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 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:

We have increased the regularity of cleaning, however we are unable to clean between each hire. Therefore you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles, hand sanitiser points = **ANY POINTS OF TOUCH**) using the products supplied and follow the guidance for their use.

Please take care cleaning electrical equipment. Use the disposable paper roll - 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 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 (except fire doors) open as far as is practical in regards for the weather. When cold, either some of the windows can be opened to provide continuous air flow, or ensuring the air is exchanged by opening all the windows for 5 minutes in each hour of occupation. The heating can be used as long as ventilation is maintained. You will be responsible for ensuring the heater is off and the windows are all securely closed on leaving.

SC6:

You will ensure that no more than 10 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 queuing system whilst waiting to drop-off/collect from the building, adheres to the capacity restrictions 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 no more than two people use each suite of toilets 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 as in *Figure 1*.



Figure 1

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)

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the cupboard under the sink, and placing all rubbish in the external bin outside.

SC11:

You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. 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. Provide tissues and a bin or plastic bag, and ensure handwashing has taken place. Ask the individual to wait to leave until all others have left. Ask others in your group to provide contact details if you do not have them, and then ask them to 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 Bookings officer on bookings.colneisdivisionhq@gmail.com and call one of the key holders (list on notice board in Main Hall).

SC14: No booking for events with more than 10 persons will be accepted to prevent large gatherings or mass events from taking place.

SC15: 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.

SC16: Where a sports, exercise or performing arts activity takes place:

Please organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC17: 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 avoid using equipment which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

SC18: The hall is equipped with passive infra-red detectors which means that lights and the hot taps in the toilets come on automatically. Please remind people not to touch these switches or taps.

SC19: You will be responsible for supplying additional hand sanitiser, if you require more than is supplied by CDCHQ, for your activity.