



Holton Village Hall Additional Conditions of Hire during COVID-19 (version 3 October 2020)

Please note that these conditions are supplemental to Holton Village Hall's ordinary conditions of hire (<http://www.holtonvillagehall.co.uk/>).

Holton Village Hall Management Committee will endeavour to establish the premises as Covid Secure, but it is the responsibility of Hirers to ensure their activities within it are safe and do not compromise the safety of others who may follow.

1: The Hirer will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while parking, entering and occupying the Hall, in particular using the hand sanitiser supplied when entering the hall. A poster with this information is displayed in the Entrance Hall.

2: The Hall will be cleaned after each event by the Village Hall Cleaner, but you will be responsible for cleaning all used surfaces before, during and after your period of hire.

The Hirer must ensure that all surfaces likely to be used during the period of hire have been cleaned before other members of the group or organisation arrive (e.g., chairs, door handles, light switches, window catches, equipment, toilet handles and seats, wash basins).

3: The Hirer should ensure the premises are kept clean during hire through regular cleaning of all surfaces. You should supply your own cleaning products. There will be a reserve stock of suitable products available in the hall should they be needed. Particular attention should be given to wash hand basins, door handles, light switches, window catches, equipment, chairs and tables. You will be required to **clean again on leaving**.

4: The Hirer must supply the name and contact details of an Event Leader. The Event Leader will keep a record of **the name and contact telephone number** or email of all those who attend the event for a period of 3 weeks after the event and provide the record to **NHS Track and Trace** if required.

5: The Hirer must ensure that everyone attending the 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 and to inform the Booking Secretary.

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

7: The Hirer will ensure no more than 30 people in the Main Hall attend the activity/event and that no one should visit or socialise in a group of greater than 6. Hirers will make sure that different groups are separated by 2m (or where not possible 1m with mitigation measures) so that social distancing is maintained between them. People in groups of one, i.e., individuals, need to be socially distanced from other groups. Mingling between different groups (or mixing of groups) is not permitted in order that social distancing can be maintained.

8. The Hirer will ensure, as far as possible, that everyone attending **maintains 2m social distancing** while waiting to enter the premises, observes any one-way system within the premises, and observes **social distancing of 1m plus mitigation measures i.e., wearing a mask when using more confined areas** (e.g.

moving and stowing equipment, accessing toilets) which should be kept as brief as possible. The Hirer will make sure that **no more than one person** uses the toilet at any one time.

9: The Hirer 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 toilet or other confined areas without others being present.

10: The Hirer will ensure that all attendees wear a face covering on entering the hall and keep it on throughout unless covered by a 'reasonable excuse'. Government guidance on this is available.

11: The Hirer will arrange the room and furniture, 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. This should be done by measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face. If tables are being used 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.

12: The Hirer is not allowed to use the kitchen area for the preparation or distribution of food nor for cleaning purposes except by special arrangement. Hirers will need to bring their own drinks and food.

13: The Hirer will be responsible for the disposal of all normal rubbish created during the hire in the bags provided. This includes tissues and cleaning cloths.

14: The Hirer must ensure they have a designated First Aider. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall they should be removed to the designated safe area (Committee Room) where there will be two plastic bags each containing: an apron; gloves and mask; a packet of tissues; a packet of disinfectant wipes; a visor for the First Aider; and two bags marked 'Covid Contaminated' (to double bag waste).

Others in the group must be asked to provide contact details if not already recorded in an Attendance Register, then leave the premises, observing the usual hand sanitising and social distancing precautions, and advised to launder their clothes when they arrive home.

The Hirer must inform the Hall Booking Secretary on 07873 857063 if anyone becomes unwell.

15. In order to avoid risk of aerosol or droplet transmission THE HIRER 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.

16: The Trustees reserve the right to close the hall and cancel bookings 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.
- If it is reported that these Special Conditions of Hire are not being complied with by hirers
- Following changes to government advice.

PLEASE NOTE: ALL User Groups/Hirers must email their own Risk Assessments stating how they intend to mitigate any risks associated with Holton Village Hall.

