

Special conditions of Hire during COVID -19

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 must provide the Trustees with a copy of your COVID-19 Risk Assessment.

You undertake to comply with the actions identified in the hall's risk assessment, of which a copy is attached.

You **MUST** ensure you have the names and contact details of everyone entering the hall during your time of hire.

SC3:

Unless informed otherwise, 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 kitchen sinks (if used) and wash hand basins using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Wipes must not be flushed down toilets, a bin will be provided.

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 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 open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

No fans are to be used.

SC6:

You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible.

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 1 metre 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.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair/space between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 1 metre

across the table between people who are face to face e.g. using a wide U-shape. Chairs with a soft covering **must** not be used. Hirers to encourage their members to bring their own cushion.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths before you leave the hall.

SC10:

You will encourage users to bring their own drinks and food.

Only **one** person to access the kitchen unless with a member of their household or social bubble.

Hirers must bring their own tea towels

You will make sure that only **one** person uses each suite of toilets at a time.

SC11:

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 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.

SC12:

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 in the corner of the hall to the right of the carpark emergency exit. Follow the 'Procedure if someone becomes unwell with COVID-19' guidelines. 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 Committee Chair on 0118 90700477 or the Preschool Manager on 07733 989814

PLEASE NOTE: Until further notice the following will apply

- a) The Hall will be thoroughly cleaned once a week and toilet areas twice a week. Preschool will be responsible for cleaning the small hall, kitchen, children's toilets and hand wash basin when they are in situ.
- b) The hiring group will be responsible for cleaning the kitchen, surfaces, ie, chairs and tables, before and at the end of the hire. Sanitiser will be available on entry and exit to the hall.
- c) Access will only be allowed during the specific time of hire and times of entry may be altered to allow extra time between bookings
- d) Persons waiting to collect hall users should adhere to social distancing outside the building or remain in their vehicle
- e) An organisation / group risk assessment will be required for hall usage
- f) The cost of hire will remain the same as before the outbreak. All Organisations and groups will be given due warning of any increase (i.e. due to a rent review)

To comply with Government advice, the Memorial Hall Trustees wish to ensure all users can be guaranteed a safe and sanitised environment in which to return and access our facilities. A risk assessment will be available but may be subject to change at any time in line with Government and Village Hall guidelines. All information is on the website.

NameSignedDate.....

Organisation / Group.....

Day & time of session.....
(note: you will be allowed ½ hour before this to set up)

PHMH Trustees August 1st 2020