

Wretham Village Hall

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 poster which is displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using and disposing of tissues.

SC2: You undertake to comply with the actions identified in the hall's Risk Assessment document, which is available to read on the hall's website www.hallforhirewretham.org

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 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.

Please take care when 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the NHS Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test.

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.

SC6: You will ensure that no more than 20 people attend your activity/event, in order that social distancing can be maintained. If your event falls into a category where COVID-19 laws restrict it to a lower number (for example, wedding receptions restricted to 15 persons from 28 September 2020) then you must ensure that you do not exceed the allowed number. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. Please remember that some individuals attending in a group may still require to maintain social distancing from others within their group. A "qualifying group" can be a single household group, or a single "support bubble" or a "linked household" (comprising one adult with children, linked with another household). You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe 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 one person uses the toilet at one time. In order to achieve social distancing, the only toilet to be used is the disabled toilet.

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 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 six or less people 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, face coverings 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 MUST 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 Test and trace if required, in accordance with Public Health Regulations. The only exception to this will be if the attendee confirms that on that visit they have scanned the Hall's QR code on their NHS COVID-19 App.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. A small bin will be provided within the main hall for this. At the end of your hire please remove this bag, tie it up and deposit in the main bin in the entrance hall. Please place a new bin liner in the small bin within the hall. The hall cleaner will empty the main bin in the entrance hall. All other rubbish should be taken away with you when you leave the hall.

SC11: You may only use the kitchen if you have specifically hired it. When the kitchen is not hired, you will encourage users to bring their own drinks and food and all such items should be taken home with them as they leave.

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 any unused 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 Committee Room until they can be transported home. We have provided a COVID-19 First Aid Box with instructions and which contains tissues, a bin/plastic bag, and a bowl to be used with warm soapy water for handwashing. Any waste should be double-bagged.

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 Bookings Secretary on 07814 493917.

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 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.

SC 16: You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.