**Coates Village Hall**

**COVID-19 Supplemental Conditions of Hire[[1]](#footnote-2)**

Covid 19 remains a serious risk to health, irrespective of vaccination status, particularly for elderly and clinically extremely vulnerable individuals who may use our facilities.

*Covid-19 spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with Covid-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor spaces and when people spend a lot of time together in the same room.[[2]](#footnote-3)*

The following terms and conditions are in place to support the health of trustees, volunteers and users as far as is possible. You are asked to note the advice provided in organising your event.

These conditions are supplemental to and do not replace our main terms and conditions of hire, which can be viewed on our web page at www.coatesparish.org.uk/village-hall

You should note that other clients may have access to the premises for their activity/event during the week and may have been or will be using the hall on the same day as your hire takes place.

The hall will only be cleaned by our cleaner once per week in accordance with our cleaning specification which you may view on request.

We offer a free period of hire of up to 30 minutes before and after your hire and we have displayed a range of signage and provided cleaning materials to assist you in fulfilling the following responsibilities:

**SC1.** You, the hirer, are responsible for ensuring that those attending your activity or event comply with whatever Government COVID-19 Secure Guidelines are extant whilst using Coates Village Hall, particularly 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 which has been shared with you and the risk assessment that you have prepared for the hall’s management committee.

**SC3.**You will be responsible for cleaning door handles, window catches, equipment such as tables and chairs, toilet handles and seats, wash basins, baby changing equipment 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 either the products supplied (which will be in an accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. No liquids or sprays should be used when cleaning heating and light switches which must be cleaned with an anti-bacterial wipe. No liquids or sprays should be used on fabrics such as curtains or chairs.

**SC4**. You will make sure that everyone likely to attend your activity or event understands that they MUST NOT enter the premises if they or anyone in their household has had COVID-19 symptoms or tested positive in the last **48 hours**, and that if they develop symptoms within **10**days of visiting the premises they MUST seek a Covid 19 test. Please notify the Booking Officer if this occurs.

**SC5.**Recognising that Covid-19 can spread through airbornetransmissionand virus can build up in poorly ventilated roomsyou are advised to keep the premises well ventilated throughout your hire, with windows and doors open as far as possible (ensuring fire doors remain closed). You will be responsible for ensuring that they are securely closed on leaving.

**SC6a**. Social distancing is advised and you should try to ensure that this is achievable where possible. This may mean limiting the number of people at your event. You can create a one-way system within the premises for which signage is available. You are advised to observe social distancing when using more confined areas(moving and stowing equipment, accessing toilets and kitchen).

**SC6b.**Face masks are optional, however preferred within the Village Hall premises. It is at your discretion as to whether attendees are asked to wear facemasks, but this is advised.A face covering is not required when people are eating or drinking but it is advisory that they are seated.

**SC7.** You are advised to take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable toCOVID-19. For some people, passing another person in a confined space is less risky, but for older people that should be avoided where possible.

**SC8.** You are advised to position furniture or the arrangement of the room as far as possible to facilitate social distancing between individual people or groups of households for example seating side by side, with at least one empty chair between each person or household group, rather than face to faceand good ventilation. If tables are being used, you are advised to place them to maintain a distance across the table between people who are face to face.

**SC9.**You MUST keep a record of the date and time the activity started and the name and contact telephone number or e mail of all those who attend your event or activity (or a member of any group of who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall’s NHS QR poster (or your own NHS QR poster).

**SC10.** 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. Bins and black plastic rubbish bags will be provided.

**SC11.**When the kitchen is made available for hire, it is advisory for a one-way system to be used to enter/exit the kitchen (via the storage room) and a maximum of 3 people at one time may be in the kitchen. The provided screen should be used at the hatch. You will be responsible, if food and/or drinks are made, for ensuring that all pots, pans, utensils, crockery, and cutlery are washed in the dishwasher or using hot soapy water, dried and stowed away. You must clean down all kitchen surfaces and equipment, e.g., fridge doors, oven, dishwasher, microwave, coffee/teapots, cupboard handles etc. We will provide washing up liquid and cloths. You are responsible for laundering tea towels and tablecloths after use and returning them within 7 days.

**SC.12** We will have the right to close the hall if there are safety concerns relating to COVID-19, for example if someone has attended the hall develops symptoms and thorough cleansing is required or if it is reported that these Special Conditions of Hire 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 cancelled hire dates.

**SC13.** In the event of someone becoming unwell with suspected COVID-19 symptoms while in the hall you should remove them to the designated safe place which is the car park entrance lobby. The COVID-19 First Aid kit will be found in the main hall storage cupboard. Provide tissues, and a plastic bag, and a bowl of warm soapy water and paper towels for handwashing.

Ask others in your group to leave the premises observing the usual hand sanitising and distancing precautionsand advise them to launder their clothes when they arrive home. Observe the special arrangements for disposal of contaminated items, contained in the first aid box. Inform the Booking Officer on 01285 770876.

**SC14.** For events with more than 30 people you are advised take additional steps to ensure the safety of the public in relation to COVId-19, 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 manage access to the toilets.

**SC15:**To avoid risk of aerosol or droplet transmission you advised to take steps to avoid people needing to unduly raise their voices to each othere.g.,playing music or broadcasts at a volume which makes normal conversation difficult.

**SC16:** 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.
* You will ask those attending to bring their own equipment where possible and not share it with other members. No equipment may be left in the premises.
* You will avoid using equipment, which is difficult to clean, as far as possible.

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| --- | --- | --- |
| Name of Principal | Date | E mail address or Contact Tel. |
|  |  |  |
| Signature |  | |

As Principal hirer I understand my responsibilities in keeping all users of the hall safe from COVID-19 infection and agree to adhere to these Special terms and conditions of hire and the general conditions of hire for Coates Village Hall.

1. This document based on the guidelines produced by Action with Communities in Rural England (ACRE). [↑](#footnote-ref-2)
2. Gov.UK Guidance: Covid-19cleaning in non-healthcare settings outside the home 19/7/21 [↑](#footnote-ref-3)