

ALLERFORD COMMUNITY HALL

Covid-19 Special Conditions of Hire July 2020

These conditions are supplemental to the hall's ordinary conditions of hire.

General Responsibility.

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 inside the hall, in particular using the hand sanitiser in the entrance foyer.

Undertaking.

You undertake to comply with the actions identified in these Special Conditions of hire which have been derived after carrying out a detailed risk assessment, a copy of which is attached to this document.

Cleaning before and after classes.

You will be responsible for cleaning, door handles, light switches, heating controls, 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 using the products supplied at the sanitation stations which are located in the main hall and toilet. You will be required to clean again **on leaving** in preparation for the next activity. On exiting the hall the door handle needs to be sprayed/wiped and the used paper wipe placed in the outside bin.

Please take care cleaning electrical equipment. Spray onto paper wipe before wiping switches. Do not spray switches.

Equipment

You will be responsible for ensuring that any equipment, be it either your own which is kept at the hall or which is provided by the hall and is used by your group ie tables etc is cleaned both before you use it and before being stored away after use.

Non attendance for persons exposed to Covid 19.

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 10 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.

Register of Attendees

You are required to keep a register of all persons attending your event on a daily basis to be used in the event of a Track and Trace exercise being needed.

Ventilation.

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient or alternately use the halls extraction system. A set of steps with handrails is provided for access to the window latches. You will be responsible for ensuring any opened windows/doors are all securely closed on leaving.

Numbers in attendance.

You will restrict the numbers attending your event such that social distancing requirements at the time can be maintained both within the hall and whilst waiting to attend. Social distancing should be maintained as far as possible when using more confined areas e.g. moving and stowing equipment, which time should be kept as brief as possible .

Based on individuals requiring a 2metre square, it is unlikely that the maximum number of individuals attending any activity will exceed 25 persons.

For events with 30 persons or more, if they are permitted, special arrangements will need to be taken to ensure public safety.

For assistance a two metre rod is provided in the main hall adjacent to the sanitising station.

Noise

You should refrain from playing / broadcasting music at a loud level which makes normal conversation difficult.

Persons aged 70 or over.

You should 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 safely.

Furniture.

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, rather than face to face. If tables are being used, you will 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.

Chairs.

It is impractical to decontaminate the chairs between classes so weekly users will be allocated your own set of chairs clearly marked. You are responsible for only using your own chairs and replacing in the same position after use. The virus dies naturally on fabrics after a maximum of 2 days. For spasmodic and monthly use chairs can be used from the residual

pool of chairs

Rubbish.

You will be responsible for ensuring all rubbish created during your hire, including used tissues and paper wipes are placed in the rubbish bins provided. Where you have used the bins, the liners should be knotted and placed in the external black bin as you leave.

Kitchen.

Due to the risk of not maintaining social distancing and cross contamination, the Kitchen is out of use. If people want refreshments then they will be required to bring their own / make their own arrangements.

Toilets.

Taking account of the maximum numbers allowed in the hall and to assist with social distancing and minimise the cleaning you will need to do, one of the two toilets will remain closed.

Landlords right to close hall.

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.

Illness.

In the event of someone becoming unwell with suspected Covid-19 symptoms whilst at the hall, you should follow the Covid 19 Treatment Plan as detailed on the Notice Board. The class should be ceased and Kath Prideaux (01643 862831 / 07980 595989) or Tom Moore 07483 215030 or Graham Story (01643 863104 / 07484 767924) advised immediately

Signed and accepted on behalf of Hirer.....

Date.....