



Snitterfield Village Hall

Special Conditions of Hire during Covid-19 February 2022

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

While the Government has signalled the ending of Covid restrictions from 24th February you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

- 1:** You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster (also displayed at the hall entrance), including using the hand sanitiser supplied.
- 2:** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- 3:** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.
- 4:** 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 hand basins and kitchen sinks (if used), 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 cleaning electrical equipment. Use cloths - do not spray!

5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow in fresh air. Air Purifiers are available for your use. These are kept in the store room and can be wheeled into the area in use. You will be responsible for ensuring that all doors and windows are securely closed on leaving.

6: You will encourage social distancing between people who do not have regular contact with each other as far as possible.

7: You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

8: You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing. Please be aware of any attendees who are over 70 years of age or may be more vulnerable to the virus and ask that close contact is kept to a minimum wherever possible, especially when queuing to enter the hall or collecting any food or drinks from the hatch.

9: You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings, good ventilation. If tables are being used for a meeting a wide U-shape is advisable.

10: You will be responsible for the disposal of all rubbish created during your hire, including tissues, in the rubbish bins provided by the main entrance, kitchen & toilets before you leave the hall. This and other rubbish should be disposed of in the bins outside the hall when you leave. Please take your tea towels and cleaning cloths home for washing.

11: Food or drink should if possible be consumed while seated.

12: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone attending the hall develops symptoms and cleansing is required, if it is reported these Special Hiring Conditions are not being complied with or in the event that public buildings are required or advised to close again. If that is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

13: For events which are likely to be more busy or crowded you will take additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

14: In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g. refrain from playing loud music at a volume which makes normal conversation difficult.

15: 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 rear room where you will find a designated chair and COVID-19 First Aid box with instructions, together with tissues, wipes, plastic bags, and a bowl for 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 Bookings Secretary: Sharon Aust Tel: 01789 730514 or 07501416221
email:saust1@btinternet.com

16: Other special points as appropriate:

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

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 ensure that any equipment you provide is cleaned before use and before being stored at the hall.

These conditions are subject to change in line with Government Guidelines